

**INGHAM COUNTY  
JOB DESCRIPTION**

**MIS DIRECTOR / JURY ADMINISTRATOR**

**General Summary:**

MIS: The MIS Director serves as the chief information officer for the County government. He/she is responsible for developing and implementing the objectives of the MIS Department. Confers with the Controller, department heads, and MIS Subcommittee to discuss systems design, implementation schedules and other MIS operations. Directs the day-to-day activities of MIS operations and personnel. The employee in this position is accountable to the County Controller.

Jury Administrator: Responsible for assisting the Jury Board and courts in carrying out the juror notification and selection process. Confers with the Controller, department heads from the various Courts, Judges, and the Jury Board to develop procedures, schedules, budgets, etc. Directs the day-to-day activities of the Jury Administration function. The employee in this position is accountable to the Controller, the Jury Board, and the Chief Judge.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Advise and assist departments in identifying their needs for automation and telecommunications' applications.
2. Propose strategies for the deployment of automation throughout County government.
3. Propose strategies for the deployment of telecommunications equipment throughout County government.
4. Implement approved recommendations regarding automation and telecommunications' systems.
5. Maintain and improve automated and telecommunications' systems, including the county's computer network, hardware and software.
6. Manage the MIS Department.
7. Provide training opportunities for employees using the County's automated systems and telecommunications' systems.
8. Provides MIS services to Clinton County, Housing Commission, and Medical Care Facility and other entities as directed.
9. Prepares the annual budget and monitors it for the MIS Department.
10. As Jury Administrator, responsible for assisting the Jury Board and courts in carrying out the juror notification and selection process. Directs the daily activities associated with the jury administration functions.
11. Keeps abreast of state laws governing the operation of the Jury Board function. Ensures that courts have qualified jurors.

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12. The MIS Director is responsible for assuring the provisions of MIS services as needed to keep all systems operational. Many of these systems operate twenty-four (24) hours per day, seven (7) days per week requiring the Director or Deputy Director to be available.
13. Perform related duties as required.

### **Other Functions:**

14. None listed.

### **Employment Qualifications:**

**Education:** Bachelor's degree in Business, Computer Sciences or related area required.

**Experience:** Seven years of related experience. Extensive knowledge of project management, programming languages and client/server services required.

### **Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

### **Working Conditions:**

Works in office conditions.

November, 1999