



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70114

MANAGEMENT INFORMATION SYSTEMS SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Management Information Systems Supervisor may not perform all of the duties listed. However, performance of the first duty (I) a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Management Information Systems Supervisor position is to provide direct supervision to Management Information Systems Specialists and equivalent bargaining unit classes. The incumbent must also oversee the operation of the agency computer systems.

Duties

Frequency 40% +/- 10%

- I. Provides direct supervision to Management Information Systems Specialists and equivalent bargaining unit classes (e.g., data processors; computer operators; programmer/analysts; system analysts; data systems coordinators; data control technicians).
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates.
 - D. Reviews, approves or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency 40% +/- 10%

- II. Oversees the operation of the agency computer systems.

Frequency 10% +/- 2%

- III. Monitors security violations and maintains records of violations.

Frequency 5% +/- 1%

- IV. Maintains agency records using computer system.

Frequency: 5% +/-1%

- V. Attends agency meetings, training sessions and conferences.



**KSA'S FOR THE
JOB CLASSIFICATION OF
MANAGEMENT INFORMATION SYSTEMS SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Agency policies; Supervisory procedures; Disciplinary practices; Office practices; Training procedures; Performance appraisal; Personnel practices; Duties and responsibilities of Management; Information Systems Specialists.	Organization; Oral Communication; Supervising; Interviewing.	Train others; Resolve a wide range of problems; Answer questions; Supervise others; Disciplines others; Conduct meetings; Monitor the work of others.
II	Computer operation of computer system; Trouble shooting and problem solving of computer system; Computer system training procedures; Local, State and Federal laws, policies and procedures concerning eligibility determination; Computer hardware maintenance (e.g., printers, computer hookups); Office procedures; Computer setup and installation; Computer purchasing practices.	Training; Oral communications; Organization; Maintenance and repair of computer equipment.	Trouble shoots, address and attempts to resolve problems concerning the computer system; Update and train employees for the computer system; Conduct routine maintenance on computers; Purchase and install software; Gather information and present Agencies computer needs; Collaborate with the Columbus computer office.
III	Local, State and Federal laws, polices and procedures concerning security violations; Security procedures; Computer operations; Office procedures; Investigative procedures.	Organization; Computer operation.	Maintain security agreements; Enter security agreements on computer system; Maintain files of security violations; Investigates causes of security violations.
IV	Office procedures; Filing procedures; Administrative procedures.	Organization.	Archive records; Maintain and update case records; Retrieve and file cases.
V	Meeting procedures; Agency rules, policies and procedures.	Note taking; Writing.	Interpret information from meetings; Apply information from meetings; Relay information in meetings.



Minimum Qualifications

- One year of experience as a Management Information Systems Specialist 2, 70112.

- Or completion of undergraduate major core coursework or two years experience in computer science, information technology or similar field that included one course or six months experience in each of the following: advanced programming language (e.g., Cobol, Delphi, Java, Visual Basic) or job control language, logic-based mathematics, data base concepts (e.g., Oracle, Microsoft Access, Paradox, Sybase, IMS DB, DB2), and basic data processing concepts. Also requires one year of experience in a position similar to a Management Information Systems Specialist 2, 70112.

- Or completion of two years of technical training in computer science, information technology or like field. Also requires one year of experience in a position similar to a Management Information Systems Specialist 2, 70112.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires almost no responsibility for the physical safety of others except for ensuring that computer cables are kept out of the way of the employee. Additionally, the position involves very limited probability of any injury, such as would be expected in typical office environments.