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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70115**

**MANAGEMENT INFORMATION SYSTEMS MANAGER**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

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 Manager may not perform all the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



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## Summary of Essential Duties

The primary purpose of the Management Information Systems Administrator position is to provide direct supervision to Management Information Systems Supervisors. The classification must also manage electronic data processing and oversee all agency computer systems for the county department of human services. The position creates and adapts programs for use by a variety of human services personnel as well as troubleshoots software and hardware difficulties, and evaluates the need for and installation of new software on agency computers.

### Duties

Frequency 30% +/- 10%

- I. Provides direct supervision to Management Information Systems Supervisors.
  - A. Determines need for new staff members and makes recommendations regarding need.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates, when necessary.
  - 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: 52% +/- 10%

- II. Oversees the operation of all 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: 3% +/- 1%

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



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

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Office practices and procedures; All Agency computer systems (e.g., CRIS-E); Personnel practices; Payroll functions; Administrative practices; Academic subject matter (computers); Supervisory practices; disciplinary procedures; Management issues; Americans with Disabilities Act; Civil Rights Act; Interviewing principles; Basic training issues.	Writing; Operating computer systems; Oral communication; Organization; Interviewing.	Perform associated clerical duties; Perform a wide variety of nonstandard procedural assignments; Resolve a wide range of problems; Extract information from various sources; Handle problems involving unrelated processes or methods; Develop new policies or procedures; Listen for problems or issues and provide responses or explanations; Answer routine questions/inquiries; Maintain accurate records; Understand manuals and verbal instructions; Interview and select qualified candidates; Monitor the work of others; Assign work to others; Deal with problems in a familiar context; Train others; Recognize error in the work of others; Discipline others; Interpret technical material; Explain technical material to others; Explain assignments, procedures, or situations to others; Use computers.
<b>II</b>	Office practices and procedures; Computer operation; Agency computer systems (e.g., CRIS-E); Bidding procedures for new contracts; Computer software and hardware; Basic computer training principles.	Operating computer; Organization; Oral Communication.	Answer routine questions/inquiries; Evaluate bids submitted for contracts; Purchase and install software; Participate in computer training; Train others in computer operations; Chair committee which determines Agency's hardware and software needs; Set up computers; Perform routine maintenance on computers; Exchange facts and information.
<b>III</b>	Security procedures and agreements; Agency files and records regarding security violations; Office practices and procedures;	Organization.	Maintain security agreements; Maintain accurate records of security violations.
<b>IV</b>	Office practices and procedures; Computer operations; Agency filing/records system; Work orders.	Organization.	Maintain Agency records using computer system; Archive records; Write work orders; Maintain case records and retrieve files; Request files be destroyed and seek approval for destruction.
<b>V</b>	Agency meetings, training sessions and conferences procedures.	Organization; Oral Communication; Listening.	Attend meetings, training sessions and conferences; Interact with others; Listen to discussions and comprehend verbal information.



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### **Minimum Qualifications**

- One year of experience as a Management Information Systems Supervisor, 70114.
  
- 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 Supervisor, 70114.
  
- 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 Supervisor, 70114.

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

### **Unusual Working Conditions/Hazards**

Most of the work is sedentary and is performed in an office environment. The position involves very limited probability of any injury, such as would be expected in typical office environments.