



JOB DESCRIPTION

POSITION: MIS TECHNICIAN
DIVISION: ADMINISTRATION
REPORTS TO: HUMAN RESOURCES DIRECTOR

SUMMARY: The MIS Technician is responsible for planning, analyzing, implementing and maintaining the hardware and software needs for information management and communications. The MIS Technician will operate as the SME for all internal and external systems related to the Agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees and directs all network functionality to include, LAN, Internet and Intranet connectivity, coordination and maintenance of technical problems.

- Provides expertise relative to data programming and data entry reporting systems.
- Analysis information and generate reports as required.
- Develops programs, policies and procedures.
- Controls and feedback systems and testing integrity of the database.
- Plan and implement in-house monitoring of MIS files.
- Consults with department heads to clarify program intent, identify problems, suggest changes and determine programming requirement.
- Plans, implements and maintains hardware and software systems for the information management and communications needs.
- Works closely with other departments in preparing reports.
- Prepare reports as required.
- Training staff on proper usage of equipment.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science
- Must have ability to effectively communicate in a verbal and written form
- Develop and interface with languages in database systems and provide analysis and expertise in a variety of computational assignments
- Three to five years' experience in MIS, to include programming, network administration, systems analysis and development; installation of software; user training; writing procedures and manuals
- Experience in a server environment.
- Experience with management of telecommunications and intranet systems.
- Ability to communicate and interpret computer terminology to users, managers and vendors