



Job Title	MIS Administrator
Reports To	Deputy General Manager of Administration
Salary	TBD

Job Purpose

The primary duty of the MIS Administrator is to manage the IT system rebuild project for the agency.

Duties and Responsibilities

- Oversee and direct 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
- Analyze 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 requirements
- Plans, implements and maintains hardware and software systems for the information management and communication 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
- 3-5 years applicable experience
- Must have extensive knowledge of MIS systems and database programming, software, hardware, and computer technical languages
- Must have ability to effectively communicate in a verbal and written form
- Develop and interface with language in database systems and provide analysis and expertise in a variety of computational assignments
- Must have experience in developing plans to safeguard against cyber-attacks and securing networks

Gary Public Transportation Corporation is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sex, sexual preference, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by federal, state or local law.

Working Conditions

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Requirements

The physical requirements here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Gary Public Transportation Corporation is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sex,sexual preference, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by federal, state or local law.

Revised June 14, 2021
Human Resources