



Job Title	MIS Administrator
FLSA	Full-time/Part-time, non-exempt (non-union)
Salary	
Reports To	Deputy General Manager-Administration

Job Purpose

The MIS Technician is responsible for managing the IT system rebuild project for the agency.

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

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 languages 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

Working conditions

Office environment

Physical requirements

Revised 8/19
Human Resources

The physical demands of this position are representatives 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.

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Revised 8/19
Human Resources