

## Stark County Job and Family Services

### Position Description



**POSITION TITLE:** Program Administrator, MIS

**Employee Name:**

**Division:** Information Technology (I.T.)

**Department:** Administration

**Reports to:** Deputy Director, Finance

**Status:** Non-Bargaining Unit

**FLSA Status:** Exempt/Mgmt

**Classification Number:** 70115

**Prepared by:** Deputy Director, Finance

**Approved by:** Deputy Director, Finance

**Creation Date:** 01/04/2019

**Revision Date:** 08/23/2023

### **SUMMARY**

Assists the Deputy Director, Finance in the Information Technology (I.T.) duties of the Agency. Supervises & Directs the Agency's I.T. Department. Responsible for the management, strategy, and execution of the I.T. needs of the Agency.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)**

Schedules, organizes, and assigns projects to I.T. staff. Manages all aspects of I.T. operations.

Leads development and implementation processes for Agency I.T. needs.

Establishes communication procedures between applications and other network systems operated by county and/or state agencies.

Manages the upgrades of Agency PC systems, supervises installation of enhancements, custom applications and Agency required devices.

Researches new computer related equipment including software and recommends changes that will keep the Agency compliant with security standards and Agency processes.

Attends seminars for new products, prepares budget projections, makes recommendations for equipment/software purchases.

Provides technical assistance as needed.

Manages the development of new computer programs required by the Agency. Also manages the development of modifications for existing software systems using various computer languages to keep the Agency current, efficient and secure.

Responsible for oversight of Inventory Programs and completion of annual inventory.

Responsible for oversight of Agency I.T. contracts, including establishing, monitoring, and renewing, etc.

Interviews, hires, trains, evaluates, and manages I.T. staff.

**SUPERVISORY RESPONSIBILITIES:**

Supervises I.T. staff.

**QUALIFICATION REQUIREMENTS:**

*To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree from four-year college or university with 2-5 years of supervisory experience preferred. Associate degree or equivalent from a two year university or technical school required.

**CERTIFICATES OR LICENSES:**

Valid Driver's License to access work site and other work-related locations as well as ability to maintain insurability in accordance with ORC 4509.51 at all times.

**COMPUTER EXPERTISE REQUIRED/ EQUIPMENT OPERATED:**

*The following are examples only of office equipment routinely used and are not intended to be all inclusive:* Computer, printer, copy machine, fax machine, telephone, tablet and other general office equipment. To perform this job successfully, an individual should have knowledge of state computer systems; Internet software; Inventory software; Order processing systems, Project Management software; Spreadsheet software and Word Processing software. Must have proficiency in programming.

**LANGUAGE SKILLS:**

Ability to carry out detailed oral and written instructions. Skilled in inter-personal communications. Strong written and verbal communication. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Skill in basic mathematics, including addition, subtraction, multiplication and division. Ability to use standard units of measure. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to gather information, define problems, establish facts and resolve issues. Ability to organize data, read, interpret and transfer data accurately. Ability to follow instructions, orally and in writing, as well as schedules and calendars.

**OTHER SKILLS AND ABILITIES:**

Skill in basic typing, data entry and files management. Must be able to handle multiple assignments/tasks simultaneously to meet deadlines. Must be able to travel to and gain access to work site. Must be skilled in records management and able to develop and maintain schedules.

**PHYSICAL DEMANDS:**

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

In order to perform required physical duties of general office work, computer and telephone assignments, completing paperwork and handling case files, working on arrangements for special events, carrying, moving or lifting storage boxes; working with detailed documents and printed forms; the employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch and reach with hands and arms; regularly lift up to 10 pounds, and frequently lift and/or move up to 25 pounds; and occasionally lift/and or move up to 50 pounds; and is required to be able to use close vision, distance vision, color vision, and peripheral vision.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

This employee normally works in an office environment and is occasionally exposed to outside weather conditions. The noise level is moderate, frequent interruptions due to inquiries and forms distributions.

**GENERAL EXPECTATIONS:**

The employee is responsible to maintain confidentiality; to work cooperatively and effectively with members of the public, other employees, related public Agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Driver's License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, in-services and training programs related to the position held. Responsible to maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

**This position description in no manner states or implies that these are the only functions and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Distribution:  
Employee  
Supervisor  
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