



DALLAS COUNTY JOB DESCRIPTION GENERIC

Job Title:	Information Systems Coordinator	Job Code:	6022700	Job Grade:	IM
Reports To:	Various	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:		CS Code:*	A,B,C or D	EEO Code:	C01

Summary of Functions: Manages integrate software and hardware systems and assists in the development of these systems. Acts as a liaison with vendors and contractors with regard to the specified systems.

Management Scope: Coordinates training for all personnel in the utilization of the systems; develops long and short range planning for application updates and replacements.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assesses, develops, coordinates, manages and maintains integrated software and hardware systems.	20	E
2. Maintains all technology resources and other aspects of the applicable operating systems, and assists with telecommunication support as needed.	15	E
3. Establishes and implements system policies, procedures, and standards, and ensures their conformance with information systems and the department's objectives; maintains databases and libraries including systems security functions, and designs and maintains systems documentation.	10	E
4. Serves as departmental liaison with internal staff and external agencies and vendors on the implementation, integration, operation, maintenance, and control of complex computer operating systems.	10	E
5. Coordinates training for all applicable personnel and indirectly supervises all employees in the utilization and processes associated with system applications.	10	E
6. Establishes comprehensive lists of specifications of products in use for the purpose of establishing standards for future purchases and bids for products that will operate on the same system.	10	E
7. Investigates new techniques, equipment, processing methods and evaluates technical requirements for software; develops effective software systems based on feedback from executive staff, employees, and IT staff.	10	E
8. Directs activities related to technology and the administering of computerized	10	E

data bases, including definition, organization, documentation, long-term planning and operational guidelines.

9. Performs other duties as assigned.

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* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's Degree from an accredited college or university in Computer Science, Information Systems or in a job related field of study. Three (3) years work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Knowledgeable of standard concepts, practices and procedures of applicable systems. Familiar with various storage devices. Working knowledge of all technical and managerial requirements of a large data center including data base administration, operating systems, utilities and procedures. Knowledge of mainframes, PCs, networks, specialized software, internet and office automation tools. Oracle experience and CDM or ICP designation a plus. Ability to manage County-wide projects and multi-level committee structures. Must reside in or be willing to relocate to Dallas County.

Physical/Environmental Requirements:

Standard office environment. Depending on the department, some positions may require non-standard hours, weekends and/or holidays. Positions may require frequent bending, stooping, and/or lifting.

Hay Points/Point Factor:

FI3: 264 pts., PS: E4 (43%) 115 pts., AC: E2C 115 pts., TTL: 494 pts., KH/PS/AC: 54-23-23, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2003; 10/2004

Approved by Civil Service Commission on

Date 01/2003; 12/21/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.