



DALLAS COUNTY JOB DESCRIPTION GENERIC

Job Title:	Information Systems Coordinator	Job Code:	6022700	Job Grade:	IM
Reports To:	Application Support & Development Manager	Pos. No:	Various	FLSA Code:	Various
Department:	Various	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:		CS Code:*	C	EEO Code:	C01

Summary of Functions: Liaison between supported business unit and Dallas County IT including contractors and vendors. Collaborate with technical support staff to provide technical support, facilitate activities between departments, and manage vendor relationships. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing, to support application 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. Reviews, analyzes, and evaluates business requirements and collaborates with other applicable technical teams in order to develop and deliver viable technical solutions.	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. Decomposes business requirements into technical requirements.	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 databases, including definition, organization, documentation, long-term planning and operational guidelines. | 10 | E |
| 9. Performs other duties as assigned. | 05 | N |
-

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. Microsoft MCSE, MCSA or a CISSP preferred. Oracle experience and CDM or ICP designation also a plus. Ability to manage County-wide projects and multi-level committee structures is a plus.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

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 11/2014

Approved by Civil Service Commission on _____ Date 11/17/2014

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.