



NOTICE OF VACANCY

Stark County Job & Family Services

Program Administrator, MIS

SUMMARY

Assists the Deputy Director, Human Resources & Support Services 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 aspects of I.T. operations.

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

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

Upgrades PC systems, installs and/ or supervises installation of enhancements, including internal drives, memory expansion modules, network communication cards, etc. Installs and upgrades PC systems software for standardization throughout the agency.

Researches new computer related equipment including software. Provides technical assistance as needed.

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

Writes new computer programs and develops expansions for existing systems using various computer languages.

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.

Writes new computer programs and develops expansions for existing systems using various computer language.

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

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

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 required.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED