ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 01/08/18

Closing Date: 01/16/18

TITLE: Senior Technician, Management Information Systems

SALARY: $32,000 - $42,600

Hours: 40 _X_ 35 ___

DEPARTMENT: Administrator/County Library

Union: ___ Mgmt _X_

LOCATION: Mays Landing Branch

NJCSC Test Required: Yes _X_ No ___

Grant Funded: Yes ___ No _X_

DEFINITION

Under direction of a supervisory official in a state or local department, institution, or agency, assists in the planning, development, and implementation of information systems; reviews related programs and systems; acts as liaison with internal components utilizing the systems, and/or with other government jurisdictions; or in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers or workstations; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

One (1) year of experience utilizing or implementing electronic information systems, analyzing information systems and/or developing procedures for the use of information systems, or providing user support and solving user problems in a helpdesk or related environment.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis.

NOTE: A Bachelor's degree or a Master's degree in a computer-related area may be substituted for the experience as indicated above.

NOTE: Twenty-four (24) credits in data processing from an accredited college may be substituted for two (2) years of the education requirement.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Assists in the design and development of management information systems to provide a ready source of retrievable up-to-date information on which management and operations-related decisions may be based.

Develops applicable procedures as required.

Conducts studies of programs and operations to determine their applicability to existing or planned information systems.

Prepares and submits reports of findings and recommendations.

Develops file layouts for user applications.

Assists in the planning and implementation of information systems to ensure that administrative and other needs are met.

Assists in the evaluation of active systems to determine levels and quality of outputs.

Assists in the development and maintenance of control devices to ensure that systems output meet established standards of adequacy, efficiency, and effectiveness.

Trains and oversees data collection/conversion teams, as required, to establish and maintain optimum levels of precision and quality of information within affected systems.

Assists in the preparation of manuals and other training materials.

Answers inquiries from system users; explains system functions and provides technical assistance in the use and application of system features.

Provides support in the maintenance of mainframe connections.

Installs, configures and sets up printers and workstations; installs software programs.

Responds to requests for assistance; identifies and corrects hardware, software, and printer problems.

Troubleshoots application errors.

Identifies and resolve network problems.

Reviews regulations and policies for various programs and related systems; consults with data processing, systems, and program development specialists to ensure that application of active or planned information systems is in accord with directives.

Analyzes and/or supervises the coding of data contained in primary or other source documents to facilitate the recording and storage of systems inputs.

Monitors and reviews data inputs to detect errors within the system, analyzes resultant problems and develops corrected data/information for entry into the system.

Prepares correspondence.

Prepares and/or supervises the preparation of reports.

Establishes and maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of the methods used to plan, develop and implement information systems.

Knowledge of various project scheduling techniques, such as Critical Path Management (CPM), PERT, and GANTT.

Knowledge of the techniques used to conduct surveys, feasibility studies, operational analyses, and systems studies for the development of plans, operations implementation, and other specialized planning, and research methods.

Knowledge of computerized systems, peripheral devices, supportive operational equipment, and organizational backup.

Knowledge of client/server productivity aid packages.

Ability to organize assigned technical work, organize planning programs, and develop effective work methods.

Ability to analyze planning systems and operational problems and direct research, analysis, and design efforts for their solution.

Ability to use system diagnosis tools.

Ability to use Network Center productivity aids and software packages.

Ability to plan technical, systems work planning and development activities.

Ability to coordinate project activities.

Ability to prepare correspondence.

Ability to prepare reports containing findings, conclusions, and recommendations.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at www.aclink.org
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- We are an Equal Opportunity Employer -