TOWN OF LEDYARD
JOB DESCRIPTION
Management Information Sciences Coordinator (MIS)

NATURE OF WORK: Performs highly responsible administrative and complex technical work in developing planning, coordinating, directing, and maintaining a secure and efficient data processing system and service for the Town of Ledyard. Work includes setting Town-wide policies and procedures, analyzing needs, procuring hardware, and software , establishing training requirements, and working with users to resolve operational problems.

SUPERVISION RECEIVED: Works under the general direction of the Director of Finance.

SUPERVISION EXERCISED: Not applicable.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Plan, design, implement, and oversee the development of the data processing system within an integrated software package. Responsible for operating a minicomputer, developing data systems and subsystems, and developing data formats within an established computer program. As the primary contact, review with the Director of Finance the data processing function, its resources, and its direction, as well as current project status.

Serve as the primary contact and in-house technical resource to all Town departments. Train employees in the use of the network and its integral hardware and software components, including personal computers, monitors and peripherals. Schedule, coordinate, and assign data processing tasks and equipment to meet the needs of each department. Work cooperatively with user departments, help ascertain their automation needs, and take steps to resolve them.

Serves as the primary contact and works cooperatively with the Board of Education in areas pertaining to the operation of the mini computer hardware and software components.

Provide guidance and direction for the efficient and secure installation and operation of computer hardware and software systems, recommend improvements to meet the needs of the Town of Ledyard and make budget recommendations for all data processing requirements.

Establish controls to coordinate and support PC hardware and software. Maintain a technology vision and keep abreast of emerging technology.

Exercise line responsibility for computer operations, including the computer data center, data input, and input/output control.

Maintain data bases and backups as primary support for the Finance Department and Board of Education.

Assist, plan, and organize workloads for offices within Department of Finance including backup support for data entry for accounts payable, payroll, assessment and tax collection applications. Operate data processing equipment to produce reports and other outputs.

Place and follow up on service calls to outside hardware/software vendors to assure prompt and appropriate repair of hardware and software.

Maintain Local Area Network (LAN)

OTHER JOB FUNCTIONS:

Perform related work as required.

DATA PROCESSING COORDINATOR

QUALIFICATIONS PROFILE:

KNOWLEDGE SKILLS AND ABILITY

Graduation from a college or university with a Bachelor's Degree in computer science, business administration or related field or four (4) years of experience in all phases of data processing for business or municipal government applications.

Thorough knowledge of user applications, including work processing, databases and spreadsheets.

Knowledge of business English, grammar, punctuation and arithmetic and the ability to organize and express thoughts and ideas through written and oral communication.

Knowledge of the functions, laws, rules, regulations and policies of municipalities, or the ability to acquire such knowledge during a reasonable period of training.

Considerable knowledge of advanced data processing technology. Operations, systems, modern office procedures, office equipment, and administration.

Ability to plan, prioritize, organize, and direct a data processing operations and staff/users.

Ability to establish and maintain effective and courteous working relationships with other Town Officials, the public, other departments and agencies, and office staff.

Knowledge of the special laws, regulations and technical terminology pertaining to assigned work.

Excellent ability to monitor progress, and adjust resources to accomplish work objectives.

Ability to follow oral and written instructions.

Ability to maintain complex and confidential records and prepare accurate reports.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to prioritize, organize and perform work independently.

Leadership and managerial skills.

\ATA PROCESSING COORDINATOR

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 individual with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. Employees occasionally require to walk, use hands, finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

Hand-eye coordination is necessary to operate computer and various pieces of office equipment.

Freedom from mental or physical disorders which would interfere with the performance of duties as described.

Adopted by the Ledyard Town Council on June 23, 1999

John Rodolico, Chairman