



COUNTY OF NYE

CLASS TITLE: DIRECTOR MANAGEMENT INFORMATION SERVICES

BASIC FUNCTION:

Under the direction of the Assistant County Manager, plans, organizes, directs and coordinates the functions of the Management Information Services Department; researches and develops methods and procedures for handling County information technology needs; represents the Department on a variety of matters at the state and county level; and performs related work as required.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Develops and submits budget recommendations and monitors expenditure control during the fiscal year.
2. Develops information technology policies relating to the automation of County departments and intranet/internet issues.
3. Participates in strategic planning sessions for the County.
4. Develops information technology standards and ensures compliance by County departments.
5. Meets with various department heads and elected officials to discuss and define management information needs.
6. Establishes, revises, reviews, and communicates Management Information Services departmental policies.
7. Reviews and disseminates information to the appropriate parties.
8. Responds to users' questions concerning information technology.
9. Clarifies technical issues regarding management information systems/services.
10. Maintains the County's internet information services.
11. Directs staff in developing the annual department work plan, goals, and objectives, monitoring staff progress in meeting established goals, revising goals and objectives when necessary, and communicating the Department role in countywide goals to staff.
12. Evaluates operational performance, reviews work methods and procedures, and develops and implements changes in work processes to enhance efficiency.
13. Supervises staff engaged in establishing, reviewing, revising and confirming appropriate internal controls for management information functions.

14. Justifies and approves expenditures for purchasing and staff travel to various meetings, seminars, training, and conferences, including approval of purchase orders and requisitions.
15. Represents the Department before professional, industrial and civic groups, explaining department policies and goals to the public, elected officials, and other government agencies.
16. Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Knowledge of:

Entry level: principles and practices of management and supervision; principles of budget preparation, monitoring and fiscal accounting; principles of management information systems, including system analysis and design, programming, and data control management and all aspects of local and wide area networking; reporting and disclosure requirements of governmental entities.

Full performance: departmental and division policies and procedures; countywide personnel policies; information technology trends; wide area and local area computer networks; personal computer hardware and software.

Ability to:

Entry level: interpret, understand, and apply technical reports, statutes, rules and regulations; evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency; develop and implement recommendations regarding work procedures and cost effective services; assess information technology needs of County departments and develop services to meet those needs; ensure conformity to appropriate management information system standards; communicate effectively, both orally and in writing; maintain cooperative working relationships with division staff, the public, and representatives of other departments.

Full performance: supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations; plan, coordinate and direct the operations of the Management Information Services Department to achieve established goals and maximize efficiency; implement work methods and procedures which promote a safe working environment and ensure proper staff training in work safety.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Data Processing, Management Information Systems, or a closely related field and eight years of full-time experience in a supervisory or management capacity which included responsibility for computer information technology design and development; OR an equivalent combination of education and experience.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises direct supervision over department professional and support staff.

CONTACTS:

County Manager, department staff, department heads and elected officials, Board of County Commissioners, federal/state/county agencies, and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to sit for extended periods of time; ability to frequently stand and walk; ability to lift and move objects weighing up to 25 pounds; ability to use office equipment including computers, copiers, telephones and fax machines.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal computer information systems environment.