

**BARNES COUNTY**  
**INFORMATION SYSTEMS MANAGER**

**SCOPE OF WORK:**

The Assistant Manager of Information Systems is responsible for the information system hardware, software and User support for the county of Barnes County, it's offices and other offices that pay support fees to the Department of Information Systems.

Work involves duties associated with the administration of a comprehensive computer-based information systems function. Work includes authority and responsibility for determining the scope and direction of the function.

A comprehensive computer-based information system is one that involves a variety of technical methods. Systems provide support services, administrative control services, and technical applications for use throughout the User base. Systems are developed using standard and innovative software and hardware for data processing, computer networks and telecommunications, video and voice processing, etc. Systems operate on a variety of platforms requiring at least some degree of communication connectivity.

**DUTIES PERFORMED:**

- Implementation and maintenance of the county computer-based information systems installation and all of its components.
- Adhere to set procedures and standards for organization, utilization, and security of the county's information.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the department manager and the County Commissioners.

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**REQUIRED SKILLS:**

- Ability/knowledge to maintain the present Information Systems hardware and software. Presently consisting of:
  - Networking - TCP/IP, Windows 2003 server/Active Directory and Ethernet
  - PCs with Windows 98, 2000, NT and XP Operating Systems
  - Microsoft Office
  - Database design and maintenance with Microsoft Access
  - Anti Virus Programs (i.e.-Norton & McAfee)
  - File Server and Print Server Functions

**PREFERRED SKILLS:**

- Ability/Knowledge to Maintain AS/400.
- GIS/GPS and ArcView
- Lotus Notes
- Certifications in PC Repair (i.e.- A+)

**MINIMUM QUALIFICATIONS:**

Requires at least 2 years of schooling with a major in computer science or computer information systems or 2 years of schooling in another field with 1 year of work experience in a comprehensive computer-based information systems work unit.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

This position performs work in an office environment, working Monday through Friday during normal office hours, although ability to work outside of these hours is required as equipment/software maintenance will have to be performed without impacting the users.

Lifting is required (up to 50 lbs.) as is occasionally kneeling, bending, reaching and climbing ladders.

**OTHER ASSIGNMENTS:**

County Commissioners reserve the right to amend the functions assigned this position, whether temporarily or permanently, at any time as they determine what is best for the County.