

**NOTICE OF
JOB OPENING – COMPUTER INFORMATION DEPARTMENT**

JOB DESCRIPTION AND REQUIREMENTS

Department: Huron County Computer Information Systems Department

Title: CIS Director
Grade 210

Duties: The purpose of this position is to serve the information technology needs of the County. Employees in this position perform technical and managerial work. This position is responsible for installation and maintenance of hardware and software and computer operations.

Qualifications: Associate's degree with course work emphasis in computer systems and information technology; supplemented by minimum three (3) years previous experience and/or training that includes information systems and computer operations functions; or an equivalent combination of education, training, and experience.

Opening: October 1, 2024

To Apply: Contact:
Huron County Board of Commissioners Office
250 E. Huron Ave., Room 305
Bad Axe, MI 48413
*** Apply by 12:00 p.m. on September 11, 2024**

Dated: August 22, 2024

**HURON COUNTY
JOB DESCRIPTION**

**POSITION TITLE: Director
POSITION NUMBER: 2201
DEPARTMENT(S): Computer Information**

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to serve the information technology needs of the County. Employees in this position perform technical and managerial work. Position is responsible for installation and maintenance of hardware and software and computer operations. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervises staff of department, assigns and reviews work; plans work; maintains standards; coordinates activities; selects new employees; prepares budget.

Manages computer operations including County equipment needs analysis, ordering new equipment, installing new hardware, determining computer operating procedure.

Analyzes departmental software requests and conducts software analysis, installs new software.

Maintains and edits current programs for departments; designs new forms for software; designs new reports for departments.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with course work emphasis in computer systems and information technology; supplemented by minimum three (3) years previous experience and/or training that includes information systems and computer operations functions; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Director

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Huron County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.