

# NEW CASTLE COUNTY GOVERNMENT

Number 0234

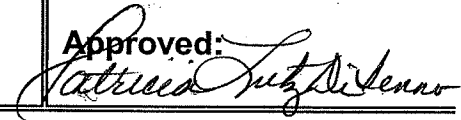
## CLASS SPECIFICATION

Page 1 of 2

Date 11/01/03

Title: INFORMATION SYSTEMS COORDINATOR

Approved:



**GENERAL STATEMENT OF DUTIES:** Plans, organizes, and directs information system activities which includes work relating to network, equipment, and application software evaluation, implementation, and maintenance; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists in the implementation and maintenance of networks and equipment and application software solutions. These solutions often involve complicated or novel approaches to business needs usually with considerable interface or communications requirements. Work includes special projects that typically include executive level presentations of complicated technical material and the design and compilation of special reports. Daily direction and coordination is maintained with the general manager who is responsible for the project in which this employee is providing assistance.

### EXAMPLES OF WORK: (Illustrative Only)

- Identifies, evaluates, and manages the department's information systems resources such as hardware, software, telecommunications configurations, and future needs of users;
- Plans, schedules, reviews, and evaluates application support;
- Provides direction for various projects handled through vendor contracts pertaining to acquisitions of hardware and software;
- Assists users by evaluating requirements and requests for future information system needs, integration of these needs into the current system, and presents alternatives or solutions;
- Provides timely and accurate reports in support of management;
- Provides direction to technical and professional employees when necessary;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the concepts, methods, and techniques of planning, systems design, and systems analysis, including information design analysis, requirement analysis, and design alternative

# NEW CASTLE COUNTY GOVERNMENT

Number 0234

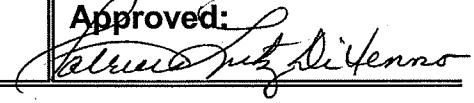
## CLASS SPECIFICATION

Page 2 of 2

Date 11/01/03

**Title:** INFORMATION SYSTEMS COORDINATOR

**Approved:**



analysis; good knowledge of hardware specifications and technical development and applications software; good knowledge of concepts, methods, and techniques of system design and computer programming, including data base management; good knowledge of County goals, policies, and procedures; ability to communicate courteously and effectively, both verbally and in writing; ability to analyze and define users' data requirements translating them into design specifications for computer program development; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience working with information systems, one year of which must be involved with the coordination of information systems and one year of which must be involved in supervising professional information systems personnel, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, mathematics, statistics, or information systems; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### HISTORY OF REVISIONS:

Established: 07/01/95  
Revised: 07/01/97  
Revised: 09/01/99  
Revised: 11/01/03