



Bonner County Job Description

Title: Information Systems Manager

Department: BOCC

Supervisor: Board of County Commissioners

Supervision Exercised: None

Job Description Original Date: 01/9/2020

BOCC APPROVAL: Effective Date 1/9/2020

General Summary

Performs a variety of professional level technical, accounting, administrative, and management duties to provide for and maintain computer information management systems and software to support the operations of the County.

Essential Functions:

Plans, organizes, and directs the analysis, design, implementation, and maintenance of information management systems and software to support the operations of County Departments and various other divisions as directed. Works with the Information Technology Department, the several Elected Officials, and vendors to coordinate the acquisition and installation of appropriate hardware, software, and related equipment. Conducts the above activities while remaining mindful that each elected department is the legal custodian for its paper and digital records and has authority within reasonable limits to control its information and information systems.

May serve as a project manager for information systems projects with responsibility for coordinating the evaluation of new technology and alternatives for changes to or replacement of existing of existing systems; developing cost analyses; insuring compliance with bidding requirements; developing bid specifications in conjunction with the affected elected officials; establishing objectives and priorities; recommending project team members; establishing and monitoring implementation schedules and deadlines; coordinating implementation with elected officials, key managers and supervisors and providing progress reports. Vetting data security/privacy issues raised with information systems decisions through the County's Data Privacy and Data Security Committee ("DPSC") once established.

Oversees system testing and quality control; meets and consults with departmental subject matter experts and vendors to evaluate needs; insures adequate data-privacy (for both personal and non-personal business data) and security, backup and disaster recovery procedures are provided and maintained in accordance with Technology Department standards as vetted through the DPSC; develops and implements appropriate roll based security access for users in cooperation with elected officials and department managers; and serves as technical resource for identifying and resolving complex problems with systems hardware, software, and/or programs.

Researches and evaluates advances in information technology hardware and software applications including internet and/or web technology; recommends uniform standards for evaluation and selection of systems hardware and software; reviews; and recommends budget for related equipment, staff, and services. Works closely with the legal department and the DPSC in vetting any cloud based solutions such as SaaS, IaaS, and similar as-a-service cloud solutions.

Assists in developing and implementing effective policies, procedures and controls to safeguard county digital assets and insure compliance with federal and state regulations, governmental standards and generally accepted practices and internal DPSC adopted data-privacy and data-security policies.

Assists in the development, scheduling, and preparation various documents and reports, including custom reports as required; provides information and may assist with the development of the county budget by researching and analyzing financial information and projecting anticipated revenues and expenditures in coordination with the County Clerk's office.

Provides training and support to users as requested or directed in the implementation and use of information management systems and software; assists with design and implementation of document and workflows management applications; makes recommendations and provides assistance to departments in establishing appropriate procedures and controls.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from college with a bachelor's degree in computer science, accounting, business or public administration, or a related field. Masters preferred, and
- B. Four (4) years of related work experience with technology experience strongly preferred; or
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Knowledge of information systems management and generally accepted reporting systems; internal and external control methods; methods for development of effective operating procedures; tools and methods for analyzing financial information; general business administration and management principles and practices.

Working knowledge of local government fund accounting and budgeting regulations; public records regulations, bidding requirement, grant and project management is strongly preferred.

Skill in use of information systems and software and Microsoft Office applications including Word, Excel, Access, and Power Point.

Ability to work independently; analyze business practices and apply technology to increase efficiency and productivity; develop and recommend effective policies, controls and procedures; communicate effectively, verbally and in writing; to apply various tools and methods to analyze information and perform complex analytics to project trends, prepare and present reports, charts, graphs, and presentations; apply guided

problem solving methods; establish and maintain effective working relationships with a variety of public officials, department heads, coworkers, outside agencies and the public.

3. Special Qualifications:

Proficient in advanced spreadsheet and data base application software

Must possess or acquire a current driver's license valid with history of good driving record.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and speaking. Hearing, seeing and common eye, hand, finger dexterity utilized. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

To be signed upon hire, transfer or promotion

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____