

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

INFORMATION SYSTEMS DIRECTOR	
Supervisor: Human Resource Director	Subordinates: Data Entry Coordinator Receptionist, Technology Coordinator
Classification: Manager II	Exempt Status: Exempt
Terms of Employment: Regular Full-time	

Job Goal: To assist in providing support in the maintenance of agency hardware and software for personal computers and networks and application training and support for UMCHS staff, children and parents.

Essential Responsibilities:

1. Assist in the installation, configuration, and administration of all agency computer and network equipment.
2. Assist in the maintenance of agency computers including classroom computers.
3. Provide support for applications, including specialized vertical market applications (Child Plus, Lunch Find, Care Find, etc.), Databases, GroupWise, and other applications.
4. Assist in developing databases to track information needed to manage and evaluate agency services and programs.
5. Assess user skill levels and help decide on appropriate training approaches.
6. Provide technical assistance and training, both formal and informal for staff, children and parents on the use of computers, programs, and internet/e-mail.
7. Assist in researching and purchasing computer and network equipment, and software.
8. Assist in researching emerging technologies that could benefit UMCHS.
9. Assist in developing and maintaining a World Wide Web site to provide information about UMCHS to staff, parents, and interested members of the public.

Qualifications:

1. AA/BA in computer science, computer information systems or a related field.
2. Experience in managing and supporting systems in a PC networked environment.
3. The ability to work with many individuals and groups of individuals.
4. Ability to coordinate and/or conduct training sessions.
5. Current CPR/FA cards
6. Current physical examination and TB screen documentation upon hire

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.* Keep current and accurate records.
- 5.* Maintain confidentiality in regards to staff and family information.

6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Lift and move heavy and/or bulky computer equipment or other objects or s weighing up to 75 lbs.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer