

**Job Description**

Detailed information on the job that you specified is provided below. If the 'Interest' link is active, you may submit an interest card for this position if desired.

**Job Class Title**

Information Systems Coordinator I

**General Description**

To print a copy of the class specification, please [click here](#)

Designs, oversees and coordinates a Department's automation system and services (including installation, maintenance and user training); reviews and interprets County, State and Federal regulations and policies to determine impact of regulations on the system; provides technical assistance and guidance to the department and staff by supporting and coordinating tasks related to the Department's automated system; and performs related work as required.

Working under close supervision, Information Systems Coordinator I is the entry/trainee level in the Information Systems Coordinator series. Employees in this class have a basic understanding and knowledge of personal computers and software applications, receive in-service training, and are given detailed instructions in the performance of duties related to designing, overseeing and coordinating a Department's automation system. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Information Systems Coordinator II after one year of satisfactory performance at the trainee level.

**Minimum Qualifications**

One (1) year of full-time experience with configuration and set up of computer hardware and software systems (30 semester or 45 quarter units in Computer Science may be substituted for experience).

**Desired Qualifications****Work Performed**

Typical Duties:

Duties may include, but are not limited to, the following. For Information Systems Coordinator I, duties are performed at the trainee level:

Oversees and coordinates the planning, development and use of the Department's automation systems and services, including hardware maintenance and the updating of software; installs and integrates personal computer software and hardware.

Analyzes, specifies, designs and tests new application systems to meet Department needs.

Interprets County, State, and Federal regulations to determine impact on assigned system functions; develops system modifications to ensure compliance with regulations.

Participates in developing, implementing, and coordinating operating policies and procedures related to the Department's automated system.

Consults with and advises staff and users on technical problems, legal and system requirements, and county policies and procedures that impact operation of the computer system; solves system problems using available resources such as data processing or improved manual methods; tracks reported problems through resolution.

Authorizes system access to users.

Develops, generates and distributes reports.

Tracks and coordinates new computer equipment purchases, and equipment maintenance and repair requests.

Performs related duties as assigned.

Employment Standards

**Knowledge of:**

Departmental goals and program objectives.

Operation of various types of computer and peripheral equipment.

Principles, procedures, techniques, nomenclature, and operation of computer systems.

Computer equipment maintenance procedures, hardware configurations, and operating principles.

Capabilities, limitations, characteristics, and uses of computer information systems, related hardware, various software application programs, and operating systems.

Training methods and techniques.

**Ability to:**

Evaluate and interpret automated information systems from a user perspective.

Analyze departmental data system needs and requirements; identify goals, objectives, and problems; examine alternatives; develop conclusions and recommendations; and implement solutions.

Understand and apply rules, regulations, ordinances, and legislation; keep abreast of new program regulations and legislation; and determine the impact of regulatory change on local operations and systems.

Prepare clear and concise reports, documentation, and other written materials.

Read and comprehend written material on a wide variety of technical subjects.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Establish and maintain effective working relationships with all persons contacted during the course of work.

Maintain confidentiality of information.

Communicate clearly and concisely, both orally and in writing.

Some positions may require the ability to lift up to 40 lbs.

**Other Information**

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.