

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 II

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 general supervision, Information Systems Coordinator II is the journey level classification in the Information Systems Coordinator series. Employees at this level are required to apply knowledge of personal computer hardware equipment and software applications in planning and developing the Department's automation system and services. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Information Systems Coordinator I, or if filled from the outside, require prior related experience.

Information Systems Coordinator II differs from Information Systems Coordinator III in that the latter is the advanced journey level requiring the application of highly developed knowledge of personal computer hardware equipment and software applications. Incumbents may perform duties related to special projects, act in a lead capacity, and/or provide training to lower level staff.

The Information Systems Coordinator II differs from the lower level class of Information Systems Technician in that the latter is more technical in nature, dealing with computer development and maintenance work focused more on operational problems. The Information Systems Coordinator uses knowledge of County, State, and Federal regulations to determine and design necessary changes to the Department's automation system and services.

Minimum Qualifications

One (1) year of full-time experience performing duties of the Information Systems Coordinator I;

OR

Two (2) years 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 up to 1 year of 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.