MANAGEMENT INFORMATION SYSTEM COORDINATOR   **49-G**

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This position involves responsibility for coordination of electronic data management systems including the performance of technical duties to assist in the operation of a Local Area Network consisting of a server wired to several work stations. The Management Information System (MIS) Coordinator provides training and instruction to personnel assigned to perform data management functions. Work is performed under general supervision with wide leeway for independently performing the duties of the position. Supervision is exercised over staff assigned to perform data management functions.

<u>TYPICAL WORK ACTIVITIES</u>: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Installs, configures, maintains, and troubleshoots agency application software;

Provides training, instruction, and direction with respect to the use of software including word

       processing, spreadsheet, and data base management software;

Supervises and directs staff assigned to perform data entry and report production functions;

Tests and modifies new system software;

Designs and supervises the implementation of procedures to insure integrity and security in the

       management of data;

Coordinates the installation and implementation of agency electronic data management systems with

       statewide or other network systems;

Interprets regulations and procedures of oversight agencies to the extent that such regulations or

       procedures impact on the local data management environment;

Meets with administrators and unit leaders to assist in the planning and design stages of initiating

      a database;

Makes recommendations to agency administrators concerning the establishment of data processing

      priorities and how to implement a plan to meet data processing needs;

Provides systems and contract monitoring for data imaging;

Serves as a liaison with information management personnel from other departments and/or a state

      oversight agency;

Maintains a library of data management resources and training aids;

Prepares and presents a variety of reports, narratives, and records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern data processing concepts, procedures, principles, practices, and equipment; good knowledge of the applications and limitations of major types of electronic data processing equipment in multi-purpose and highly variable applications; good technical knowledge of the concepts and terminology used in the field of electronic data processing and the operation of computer hardware and peripheral equipment; good knowledge of terminology used by systems analysts; working knowledge of computer programming principles, techniques, and concepts; working knowledge of business orientated programming languages; ability to translate and adapt administrative, statistical, and financial data to programs for use in a data processing operation; ability to construct and understand flow charts; ability to describe departmental needs and capabilities to consulting systems analysts; ability to assist operational staff in detecting and resolving problems in system operations; ability to prepare written summaries and reports;

ability to evaluate systems operations; ability to reason logically; ability to express self clearly both orally and in writing; and skill in following and applying written directions expressed as generalized operator instructions.

MINIMUM QUALIFICATIONS: Either:

(A)   Possession of a Bachelor's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in computer programming, computer sciences, computer engineering, systems analysis, data processing, or a related field, and three (3) years of experience in the operation of internally programmed electronic data processing equipment including the use of applications for word processing, spreadsheets, and relational database management; or

(B)   Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: https://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.