



COUNTY OF HAMILTON
OFFICE OF THE COUNTY
ENGINEER

September 26, 2012

Notice to all Employees and the Public
JOB OPENING

JOB TITLE: Information Systems Manager (1 position)
LOCATION: 138 E. Court ST., RM 700, Cincinnati, OH 45202
SALARY: \$2,007.20 Biweekly, Normal working hours for this position is forty (40) hours per week.
LAST DAY TO APPLY: October 9, 2012 at 4:00 p.m.
ADDRESS TO APPLY: Hamilton County Human Resources Dept., 138 E. Court St, Room 707, Cinti., OH 45202

FAX your resume/application to: (513) 946-4720 or (513) 946-4288

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

MINIMUM QUALIFICATIONS:	Completion of undergraduate core program for a degree in information systems management, computer science/programming or related field, plus five (5) years' experience planning, designing, developing, implementing, evaluating and maintaining information technology and data processing systems; or an equivalent combination of experience and/or training which indicate a comprehensive knowledge of practices and procedures used in the development and direction of computer systems; a broad knowledge of systems analysis and design, implementation and maintenance of automated systems; and a demonstrable ability to develop and manage long-term and in-depth programs. Must possess a valid State Driver's License.
JOB DUTIES:	Formulates agency policies and procedures related to information technology and data processing; manages, directs, administers and maintains agency personal computer technical systems/services and associated peripheral systems (hardware and software); troubleshoot system problems or make system modifications; evaluates existing systems, explores alternatives, makes recommendations for their acquisition and utilization, and monitors during implementation and testing; plans, develops and implements data systems projects and applications; responsible for development and implementation of short and long range technology plans; develops and maintains agency WEB site. Provides assistance and training to end users for program explanation and operation; creates and maintains internal policies and procedures; maintains documentation of network infrastructure hardware, diagrams and site location of inventory and configuration tracking. Under general direction of the Information Technology Department Head, provides database administration for the Agency; responsible for designing and maintaining all agency wide departmental databases using relational database design methodology, including ERD, and data normalization rules; ensures the validity of all agency databases by providing adequate back-up and recovery of all databases, develops and maintains database standards, database security, and naming conventions; serves as a technical resource to programming staff and management. Supervises assigned personnel. Keeps current with hardware and software technology; attends necessary training as required. Performs minor equipment repairs and preventative maintenance. Demonstrates regular and predictable attendance. Perform other duties as assigned. May be required to be on call 24 hours a day, as necessary.

FOR CURRENT COUNTY ENGINEER EMPLOYEES: COMPENSATION WHEN PROMOTED OR RECLASSIFIED INTO A HIGHER CLASSIFICATION When an employee is promoted or reclassified into a higher classification with a higher pay range, the rate of compensation within the new pay range will be an *approximate* four percent (4%) increase in annual pay. Promotions will be based upon the ability of the employee to perform the job, the overall record of the employee, seniority within classification and the employee's previous performance evaluations. **WRITTEN REQUESTED TRANSFERS WILL BE CONSIDERED.**

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.


THEODORE B. HUBBARD, P.E.-P.S.
HAMILTON COUNTY ENGINEER