

TUSCARAWAS COUNTY JOB & FAMILY SERVICES

NOTICE OF VACANCY

DATE: March 28, 2023

CLASSIFICATION TITLE: Management Information Systems Specialist 2

POSITION CONTROL NUMBER: 12009.0

PAY RANGE: 30

UNIT: Support Services

CLASS #: 70112

UNDER DIRECT SUPERVISION OF: Joe Krockner, Operations Manager

Anyone wishing to apply for this position must do so in writing to the Director by

UNTIL FILLED.

Include in the application all documentation supporting your ability to meet the below-listed minimum qualifications for this position. Attached is a position description describing duties to be performed.

MINIMUM QUALIFICATIONS:

The position requires the completion of a relevant associate degree. Relevant areas of study include Computer Science, Computer Programming, Information Technology, or other related fields. In addition, the position requires one (1) year of previous experience as a Management Information Systems Specialist 1 or related position. Experience in managing computers and/or computer networks and writing computer programs.

Must be able to work with staff daily regarding computer support and maintenance of all systems/programs—perform trouble-shooting and, if needed, coordinate with the Ohio Department of Job and Family Services IT staff to correct issues. Has the responsibility to train staff and perform preventative maintenance on all equipment. Remains current on new technology and suggests upgrades/changes to supervisor. Assists supervisor in maintaining security for all systems and documents/resolves any issues.

On the job training and other training will be provided.

David W. Haverfield, Director

The Tuscarawas County Job & Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

ATTACHMENT