

## Information Systems Supervisor

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer  
We welcome applicants of any race, religion or ancestry.  
For exact salary information please refer to the current salary schedule, [County website](#).*

### **Definition**

Under limited supervision, the Information Systems Supervisor plans, directs, evaluates, and is responsible for computerized information systems for the County or assigned department management; responsible for designing, overseeing and coordinating the County or assigned department's information and services; provides support and training for other personnel on the use of databases, computer networks, and information systems; and to do related work as required. This classification is a for cause, exempt position.

### **Distinguishing Characteristics**

This is a supervisory level Information Systems classification. Incumbents perform a variety of complex computerized information systems and computer network development and maintenance work with minimal guidance and supervision. In addition, they are responsible for integration of internal systems with external and on-line systems, incumbent serves as the first management resource for the county or assigned department's management on the utilization and development of a variety of State and County systems. This class is distinguished from Information Systems Specialist IV by the performance of a broader range of more complex work, including a higher level of responsibility for strategic planning of systems and networks and exercises a higher level of authority in serving the County or as the assigned department's primary information systems and data processing resource to Management.

### **Reports To**

Department Management and/or the Director of Information Technology or Deputy Director of Information Technology.

### **Classifications Supervised**

Information Systems Specialist I, II, III, IV; Information Systems Technician and other support staff as assigned.

### **Essential Functions**

- Supervises, plans, assigns and reviews the work of the technical information systems staff; sets job standards and evaluates job performance.
- Provides technical assistance and guidance.
- Evaluates and plans for the information system needs of the department and prepares budget for information system projects.
- Provides recommendations and writes justifications for system upgrades and purchases of new hardware/software to department management.
- Prioritizes information system projects.
- Performs complex work in the design, development and maintenance of computerized information systems, networks and servers.
- Works to resolve network and diagnoses server management issues.

- Interprets County, State, and Federal regulations to ensure compliance when modifying systems and computer applications.
- Tracks and coordinates the purchase, maintenance and repair of new computer equipment..
- Develops and directs the training on applicable systems for in-house users.
- On behalf of the County or assigned department collaborates with other county entities for information sharing, system improvements and implementation of changes.
- Participates on a variety of information systems and related committees.
- Represents the County/Department in meetings with manufacturers, vendors, professional and business organizations.
- Works with state agencies on projects, networks, and applications.
- Provides administrative support of CWS, CARES, and CalSAWs.
- Supports EHR applications used in Behavioral and Public Health and their connections to HIEs.
- Provides reporting and database support using SQL, Power Bi, Tableau and excel.
- Performs related duties as assigned.

**Knowledge of:**

- Administrative principles and methods, including goal setting, program development and implementation and employee supervision.
- Applicable State, Federal and local ordinances, laws, rules and regulations.
- County or assigned department goals, requirements, and operations.
- Operation of various types of computers 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.

**Desired Skills:**

- Plan, organize, administer, review, and evaluate systems development, programming and computer operations staff and activities.
- Evaluate and interpret automated information systems from a user perspective.
- Analyze County/Department data processing 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 amount of direction.
- Establish and maintain effective working relationships.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience:**

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

Three (3) years of experience performing duties comparable to the Information System Specialist IV

**OR**

Four (4) years of experience in the design, oversight, coordination and operation of a department's information systems, including professional experience in network/server administration and/or application development.

**AND**

Equivalent to an Associate's degree or completion of an approved certificate program in computer science, information systems technology, management information systems or a related field may be substituted for up to one year of the required experience.

**Special Requirements:**

Employees who drive on County business as part of their job-related duties must possess a valid driver's license for the class of vehicle driven and meet automobile insurability requirements for the County

Incumbents in this classification must pass a routine background check upon accepting an offer of employment.

**Typical Physical Requirements**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

**Typical Working Conditions**

Work is performed in an office environment, continuous contact with other staff.