



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

Created: 5/26/2006,01/01/07

JOB TITLE: IS Manager

DEPARTMENT: Finance

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5.00 p.m.

SALARY RANGE: \$22.01-\$33.09 / hour

GRADE: 26

A highly responsible management position that reports directly to the Director of Finance. Position is responsible for planning, directing, and managing the daily operations of the Information Systems Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Responsible for all areas of the Information Systems Division, including network system design and operations; installing, configuring, and troubleshooting computer networks, servers, workstations, and infrastructure; maintaining and repairing computer equipment; and implementing and monitoring overall network support plan including user support.
- Establishes, plans, and administers the overall policies and goals for the division.
- Develops and implements long-term plans for upgrades of network hardware and software components.
- Designs and implements maintenance schedule for network, computer equipment, and peripherals.
- Analyzes the needs of the departments and designs and implements the information processing system accordingly.
- Acts as Network Security Officer, Network System Administrator and network-level troubleshooter.
- Performs duties as enterprise administrator, domain administrator, server administrator, and backup administrator.
- Supervises and trains computer technicians, information system specialists, and user support analysts.
- Prepares and maintains the budget for the division. Uses good judgment in spending Parish funds.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Bachelors Degree (B.S.) in Information Systems, Data Processing, Management Information Systems, or related field from an accredited college or university, or eight years of progressive job related experience in installing, configuring and repairing personal computers and network workstations in a Windows XP/NT/2000/2003 environment.
- MCSA, MCSE or equivalent.
- Ability to plan, formulate, or execute approved policies and procedures.
- Ability to communicate effectively, verbally and in writing, with persons at all levels.
- If assigned a parish vehicle, must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.