

Helen Farabee Centers
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Position Posting, Description and Performance Evaluation Date of Action: 4/29/2020

Type of Action Posting Description Evaluation 1st Quarter 2nd Quarter 3rd Quarter Annual

◆ Identifying Information

Name	Employee #	Working Title MIS Director	Classification Title System Analyst VI
Salary Group/Step	Annual Salary \$75,000 – 85,000	Division MIS	Program MIS
Location Wichita Falls Admin.	Position # 815	Project # 100	Shift 8-5 Mon.-Fri.
FTE 1.00	FLSA Exemption Exempt	Classification Number 292	
<input type="checkbox"/> *FLSA Exemption (Exempt Executive): 1. Regularly supervises two or more other employees, and also 2. has management as the primary duty of the position, and also 3. has some genuine input into the job status of other employees (such as hiring, firing, promotions or assignments)			
<input type="checkbox"/> *FLSA Exemption (Exempt Professional): The job duties of the traditional "learned professions" are exempt. Professionally exempt work means work which is predominantly intellectual, requires specialized education, and involves the exercise of discretion and judgment.			
<input checked="" type="checkbox"/> *FLSA Exemption (Exempt Administrative): a. Office or nonmanual work, which is b. directly related to management or general business operations of the employer or the employer's customers, and c. a primary component of which involves the exercise of independent judgment and discretion about d. matters of significance			

◆ General Description

Under the general direction of the Executive Director, this executive management position will provide technology vision and leadership in the development and implementation of the Center's information technology (IT) program.

Responsibilities include, but are not limited to:

Leading the organization in planning and implementing all relevant security measures, fostering enterprise information systems to support clinical and business operations and achieve more effective and cost beneficial Center-wide IT operations. Responsibilities also include managing day-to-day operation of the center's data management services, establishing/revising policies and procedures, standards, and objectives, as well as preparing budget recommendations, and potential network enhancements. Directs and supervises staff; hardware/software requirements, programming, and systems implementation as well as workflow. Ensure accuracy, integrity, and security of all databases.

HFC incorporates principles of trauma-informed care throughout the agency, emphasizing cultural sensitivity and a safe and respectful environment for all individuals served and staff. All job descriptions include the responsibility to learn about and implement trauma-informed practices within the scope of work for the position. Reassignment is a condition of employment that may occur at the employer's discretion. Your work location and hours could change based on program needs.

◆ Education, Training, and Experience (including licensure and certification)

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Other major coursework may be considered along with relevant experience. Experience intersecting with health, healthcare, and/or governmental entities.

Must have current driver's license and be insurable under Center insurance. Must pass and maintain all Center mandated trainings.

◆ Knowledge, Skills, and Abilities

- Possess extensive knowledge of principles and practices of the Information Services and data management field.
- Possess extensive knowledge and experience of browser based application architecture and experience with relational database systems.
- Programming functions, application knowledge of microcomputer hardware, software and programming languages.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in trouble shooting LAN/WAN conductivity and security issues.
- Ability to recognize, analyze, and resolve network problems;
- Ability to communicate effectively; and to plan, assign, and supervise the work of others
- Ability to comprehend and perform related mathematical equations