



Job Title	Director of Management Information Systems
Department	Finance
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position is responsible for planning, directing, and controlling MIS functions for Town and School departments as a part of the overall municipal team to ensure effective and efficient municipal operations.

Supervision

Received	Finance Director
Exercised	Direct and indirect supervision of more than 51 full time (or full-time equivalent) employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Perform planning activities, including requirements for major systems or equipment needs, productivity, or conversions; plan overall department activities, ensuring that information is processed in a timely and efficient manner; and plan and coordinate complex and diverse data processing procedures for all data processing controls and functions involving personal computers, mainframes, computer networks, and on-line applications.
- Assist various Town officials and managers in defining their management information needs, organizing priorities, and identifying the impact of contemplated computerized applications on the efficiency and effectiveness of operations.
- Develop an annual budget that encompasses departmental personnel, computer hardware, maintenance contracts, application software, consultants, and training. Budget for personal computer supplies for all Town departments and the School administration database system.
- Develop data processing goals and priorities in consultation with the Finance Director and representatives of various Town departments and the School Department, so that the most appropriate information and data are collected in compliance with all local, state, and federal requirements.
- Evaluate new products and determine suitability for use in Town; recommend to Technical Advisory Committee the acquisition of capital equipment and participate in contract negotiations; and

negotiate service contracts and purchase contracts for all supplies and maintenance for the mainframe, subsystems, and personal computers.

- Coordinate standards for all computers located in the MIS department and for all personal computers located throughout the Town; set standards for hardware and software purchases to maintain compatibility of systems for back-up support and shared resources; and work with department heads to review and evaluate new software packages and coordinate departments' needs with vendor products.
- Estimate time and cost standards for various projects and evaluate staff's performance to meet standards; ensure the creation or maintenance of computer procedure manuals and control records to maximize utilization of computer and accuracy of data.
- Provide and coordinate instruction, training, and guidance to all departmental users in the implementation and operation of software programs.
- Negotiate personal service contracts for consultants; and establish and monitor performance standards for such services.
- Create or supervise the creation and testing of user-friendly documentation for online systems for the novice computer terminal user. Responsible for planning and maintenance of town-wide telephone system.
- Interview, select, orient, and train department personnel; evaluate work performance; and initiate appropriate personnel actions.
- Oversee part-time assistant Parking Clerk and provide related technical support. Participate in Finance Department meetings with Finance Director, Town Comptroller, and Treasurer/Collector.
- Serve on relevant committees and boards as assigned.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in Computer Science, Management, or a related field, with seven to ten (7 – 10) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of relevant hardware computer systems and software applications. • Knowledge of current trends in the information systems/information technology field.
Ability to	• Ability to organize and prioritize among competing priorities. • Ability to establish and drive department policies. • Ability to define and set clear goals and objectives. • Ability to motivate and lead people.
Skill in	• Technical skill sufficient to establish and maintain credibility in decision-making and recommendations regarding system needs and capabilities. • Skill in clearly communicating information to internal and external partners and stakeholders.

	• Skill in analyzing data and information to make informed decisions that can be supported. • Skill in supervising large teams of direct, indirect and consultant staff resources.
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Necessary Special Requirements

None

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.

- Basement office environment that is subject to some temperature variations, noise and odors.
- Regular interruptions occur to assist citizens and other Town employees.
- Position requires eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, and records.
- Some travel required to neighboring communities.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer