CAREER OPPORTUNITY

Title: IS Team Leader

Hours: Full-Time, 37.5 hours/week, Non-Exempt

Brief Description: Coordinate and supervise the Northern Counties' Information Systems including implementation and the ongoing operations of client and cloud-based information systems. Provide support and guidance to IS Specialist. Find solutions to needs and issues for the agency, users, and the Information Systems. Will maintain HIPAA Security Expert certification.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive):

- Manage, monitor, troubleshoot, and maintain Agency's Information Systems
- Maintain system security, files, email, applications, other
- Able to investigate, troubleshoot, test, and resolve any user or network issues
- Maintain good relationships for outside vendors and providers
- Provide support for PIMS providers
- Understand and enforce HIPAA regulations
- Develop and maintain appropriate policies for IS
- Identify, manage, and assist with any projects as they arise.
- On call off hours in case of emergency
- Network Administrator
- Program support and data analysis

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE

- Requires associate degree in computer-related field or related certification with experience
- Knowledge of Microsoft OS and Applications
- Understanding and knowledge of relational databases and report generation. Preferred some knowledge of VPN's, NIST Cybersecurity framework, PIMS (ODA application), Apricot (Social Solutions), Right Fax, DocRecord, Bitlocker, Encryption, and web-based applications
- Experience with network and wireless communications
- Able to operate, maintain, and repair computers, printers, and other related equipment
- Maintain HIPAA certification
- Excellent communication skills
- Valid Ohio driver's license, access to dependable transportation

Interested candidates should send a resume to:

jobs@cssmv.org or fax to (937) 222-6750