

*Code: 1511*

*Title: INFORMATION SYSTEMS COORDINATOR*

**SUMMARY:** Develops, maintains, and supports automated information systems within a department or major work unit and provides technical software, hardware, and/or systems support.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides technical support of automated information systems within a department or major work unit;  
Analyzes existing manual processes and systems to determine feasibility for conversion to automated processes within departmental capabilities;  
Reviews vendor supported software systems and prepares recommendations for purchase;  
Oversees and provides technical support in the installation of software, hardware, and peripheral equipment within a department or major work unit;  
Analyzes and corrects system malfunctions as required;  
Participates in feasibility studies for new, or enhanced departmental automated information systems;  
Prepares detailed flow charts, diagrams, procedures manuals, records, and reports;  
Codes, de-bugs, tests, and refines applications programs for use on departmental equipment;  
Assists in identifying and defining program elements and specifications for the development of mainframe automated information systems;  
Prepares and maintains program and user documentation, records, and reports;  
Trains users on the use and operation of new or modified systems and equipment;  
Participates in researching and writing special reports and projects.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- operations and applications of software, hardware, and automated information systems appropriate to area of assignment;
- block diagramming and flow charting;
- machine language(s) appropriate to area of assignment;
- operating principles, capabilities, and limitations of automated information systems;
- research methods including data compilation, analysis, documentation and report of results;
- techniques involved in the conversion and adaptation of manual office practices and procedures to automated processes;
- effective training and communication techniques.

Skill in:

- analyzing departmental manual operations and determining feasibility of conversion to automated processing;
- operating and applying software, hardware, and automated information systems;
- developing and preparing block diagrams and flow charts;
- using appropriate machine language(s);
- identifying, analyzing, and resolving information system malfunctions and inefficiency;
- conducting, organizing, analyzing, and documenting information systems research;
- training and communicating effectively.

MINIMUM QUALIFICATIONS:

An Associate's degree, Certificate, or Diploma from an accredited community, technical, or occupational college or school in computer science, computer engineering, programming, or a closely related field and two years of general computer related experience involving programming and/or systems analysis and/or technical experience with installing and maintaining personal computer hardware, software and peripheral equipment.

(Additional relevant experience may substitute for the aforementioned education.)

(Additional relevant education from an accredited community, technical or occupational college or school may substitute for the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class driver's license at the time of appointment or prior to completion of initial or promotional probation period.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections, or Courts facilities, property and associated confidential and sensitive information, documents, communication and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.