

**CODE#: 1005**  
**GRADE: 28**

**THOMAS COUNTY, GEORGIA**  
**JOB DESCRIPTION**

**JOB TITLE: INFORMATION SYSTEMS MANAGER**  
**COUNTY COMMISSIONER'S OFFICE**

**GENERAL STATEMENT OF JOB**

Under limited supervision, reports directly to the County Manager for the coordination of all information systems in the departments of County Government under the direction and control of the Board of Commissioners. Work involves implementation, management and maintenance of the geographic information system; inventory of existing information technology and planning for IT system improvements; directing community information & education programs about county government; coordinating quality assurance and performance measurement initiative with participating departments; and any related duties that may be assigned by the County Manager from time to time.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Reports to the County Manager on assigned County operations

Advises County Manager of needed policy changes

Manages geographic information system for all departments

Plans and coordinates information technology systems in all departments

Coordinates quality assurance/performance measurement initiative (e.g. New Purpose Initiative)

Serves as Public Information Officer for the County Commissioners' Office and other departments of county government and directs community information programs (e.g. Citizen's Academy)

Applies for and administers related grants

Serves as liaison in assigned operational areas between each constitutional officer and the County Manager

Receives and/or reviews various documents including monthly financial operating statements, payroll reports, weekly department reports, and various other records, reports, memos, correspondence, etc. as needed

Prepares and/or receives various documents including special financial reports, policy analysis, position papers, weekly operational reports, and various other records, reports, memos, correspondence, etc.

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### **Knowledge, Skills and Abilities**

Knowledge of County ordinances, Official Code of Georgia Annotated (OCGA), County personnel policies, County purchasing policy, County financial policy, minutes, etc.

Knowledge of geographic information system principles, techniques and applications

Knowledge of current computer technology and applications

Skilled in the operation of a variety of office equipment such as computer, telephone, calculator, etc.

Skilled in the uses clerical supplies and computer software such as Microsoft Word, Microsoft Excel, etc.

Ability to interact and effectively communicate with various groups and individuals such as Commissioners, department heads, constitutional officers, agency heads, business leaders, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required by the County Manager from time to time.

### **MINIMUM TRAINING AND EXPERIENCE**

Considerable experience in governmental policy and operations, including thorough knowledge of State law governing County administration; thorough knowledge of geographic information systems and information technology or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including an automobile, calculator, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to colleagues, subordinates and assistants.

**Language Ability:** Requires the ability to read literature, various types of reports, governmental

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records, studies, legal documents, etc. Requires the ability to prepare governmental reports and technical studies with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow and give oral and written instructions. Must be able to communicate effectively in a variety of technical or professional languages including accounting and governmental terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of algebra, statistics and geometry. Has the ability to use the practical application of fractions, percentages, ratio and proportion, practical algebra, statistical methods, standard deviations, and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated office equipment; and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear.)

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**