Ottawa
County Board of
Developmental Disabilities

235 N. Toussaint South Road Oak Harbor, Oh 43449
Phone: 419-898-0400/419-734-6650   Toll Free 866-755-4440   Fax: 419-898-3004

JOB POSTING

Department: Business
Position Title: Data Systems Coordinator
Date Submitted: 11/10/2020

Summary of Duties: Responsible for the installation, and maintenance of OCBDD and Clearwater COG's computer system, phone system, hardware and software. Responsible for analyzing the needs of the Agency in regards to hardware and software applications to better serve the needs of the persons served. Responsible for making recommendations to the Director of Business and Operations regarding technology services. See Job Description for details.

Qualifications:
Minimum -Associate's degree in computer science or equivalent from two-year College or technical school; and two (2) years related experience and/or training; or equivalent combination of education and experience. BA/BS degree in computer science and technology preferred. See Job Description for details

Schedule: Flexible Schedule, typically 8 am-4 pm Monday-Friday, may be required to work evenings and weekends

Compensation Range: Contract Employee—Negotiable

Contact Phone: (567) 262-3114

Contact Fax: (419) 898-3004

Contact Email: kstrong-todd@ocbdd.org

Application Deadline: 12/4/2020
Apply to:
Kim Strong-Todd, Director of Business and Operations
Ottawa County Board of Developmental Disabilities
235 N. Toussaint South Rd.
Oak Harbor, Ohio 43452

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OTTAWA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Job Description

Job Title: **Data Systems Coordinator**
Department: **Business**
Reports To: **Director of Business and Operations**
FLSA Status: **Exempt**

Summary Responsible for the installation, and maintenance of OCBDD and Clearwater COG's computer system, phone system, hardware and software. Responsible for analyzing the needs of the Agency in regards to hardware and software applications to better serve the needs of the persons served. Responsible for making recommendations to the Director of Business and Operations regarding technology services by performing the following duties.

Essential Duties and Responsibilities include the following.

- Ability to read, analyze and interpret technical manuals and documentation; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from individual customers or group of customers.
- Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate clearly and concisely both orally and in writing and to interact positively with co-workers, vendors, other agencies, etc.
- Ability to handle a multitude of responsibilities with minimal supervision.
- Ability to perform duties with awareness of all organization requirements and policies.
- Works with vendors to install hardware and software upgrades to existing PCs.
- Works with vendors to install, configure and troubleshoot licensed software on PC and LAN
- Works directly with IT vendor to install and maintain computers, network, and all other technology devices/needs.
- Works directly with IT vendor, phone system vendors, phone company(s) to maintain phone system for all agencies using OCBDD's phone system.
- Works with IT vendor to customize network computer software so that the network meets the specific needs of the Board.
- Work with IT vendor, HIPPA Compliance Officer, Clearwater COG Business Manager and Director of Business and Operations to ensure HIPPA compliances.
- Work with IT vendor, hardware and software vendors to keep all systems updated, with the latest upgrades, based on budgetary constraints and approval of the Director of Business and Operations
- Responds to service tickets and escalates to IT vendor as needed.
- Acts as HIPAA Security Officer for OCBDD, and assist with this role for the Clearwater COG.
- Stays informed and keep agency in compliance with HIPAA, and all other federal, state and local requirements.
- Acts as the lead liaison between proprietary software vendors, the IT vendors and the end users to ensure systems are functioning properly.
- Maintains website and social media sites; ensuring regular updates

- Works with Business Administrator to maintain the computer equipment inventory including tagging and recording the equipment.
- Maintains professional ethics in keeping the confidentiality of information materials.
- Maintains Internet for E-mail for employees (internal and external) and maintenance of passwords for Board employees.
- Ensures backup files of the existing software and data.
- Drafts policies about computer usage. Monitor users to ensure policy compliance.
- Provides routine maintenance on PCs, printers and LAN equipment, hubs, routers and switches.
- Offers technical assistance to users with issues with phone, computer and other technological devises.
- Trains staff, often in conjunction with IT vendor on computer, copy machines, printers, phone systems, etc.
- Provides telephone support, group classes, one on one training and technical training to users of phone system.
- Sets up, monitors and maintains new users and current users on the network server and ensures the security of data between users and ensures there is external security of the system.
- Develops and plans new computer systems or upgrades to existing systems and software to meet changing business needs.
- Modifies and maintains existing hardware off and on the network.
- Designs, installs, updates, modifies, maintains, troubleshoots and repairs computer databases as needed.
- Designs and maintains custom reports and forms, to meet agency needs.
- Analyzes various options for software and hardware to recommend our direction for obtaining new software/hardware. Stays current on appropriate new technology.
- Responsible for re-establishing communication lines when equipment fails.
- Responsible for file maintenance and basic network administration.
- Responsible for the flow of data necessary for OCBDD operations,
- Recommends decisions concerning computer purchases, system designs and personnel training.
- Must maintain good attendance; be prompt and punctual.
- Relates program philosophies to the public in a positive manner.
- Adheres to the policies and standards adopted by the Board.
- Required to travel to alternate work sites.
- Performs other duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be proficient in Microsoft Word, Excel, Power Point, proprietary software, and any other software used by the agency. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Minimum -Associate's degree in computer science or equivalent from two-year college or technical school; and two (2) years related experience and/or training; or

equivalent combination of education and experience. BA/BS degree in computer science and technology preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have working knowledge of Accounting software; Database software; Design software; Development software; Internet software; Order processing systems; Payroll systems; Project Management software; email and internet, web site design and maintenance, specialized software for tracking and billing of services to the individuals served, Spreadsheet software and Word Processing software. Must be able to repair hardware and modify software to meet the needs of the employer.

Certificates, Licenses, Registrations: Must have valid Ohio driver's license; fully ensured personal vehicle for agency use. Must be insurable under blanket insurance policy. Must maintain valid CPR and First Aid certification.

Other Skills and Abilities: Must be able to work flexible hours to respond to operating problems and system maintenance.

Must be able to install, maintain and modify software to meet the needs of the employer.

Must have working knowledge of hardware as well as specialized software and telephone systems.

Other Qualifications: Must be able to travel to other sites.

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.

Must be able to lift, move, and/or carry individuals. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/ or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials and/or aggressive or other maladaptive behavior.

May be exposed to bodily fluids and wastes; must utilize professionally acceptable control and restraint techniques, as trained; must transfer adults/children of varying weights in a safe manner and in accordance with individual needs.

The noise level in the work environment is usually quiet.

Employee:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

_____	Dated: _____	
Signature		

Supervisor/Department Head:

_____	Dated: _____	
Signature		