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| Job Title: | Information Systems Manager | FLSA: | Exempt |
| Department/Group: | IT  | Reports To: | Executive Level |
| Location: | Maysville | Travel Required: | Yes |
| Position Type: | Full Time |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: |  |
| **Job Description**: This is a manager level position providing oversight regarding the management information systems of the organization including legal and compliance aspects. The IS Manager is responsible for the integrity, security, and availability of corporate information including electronic medical records. This position reports directly to the Executive level of the organization.The IS Manager’s role is to provide guidance and oversight for developing and implementing information technology initiatives in accordance with corporate direction. The IS Manager assists in the planning, coordination, and implementation of organizational IT systems in support of business operations in order to improve cost effectiveness, service quality and performance, as well as business development. This individual is responsible for all aspects of the organizations information technology and telecommunication systems. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| Role and ResponsibilitiesAs a small organization this role is split between Systems Administration/Support and the Management of the department as described below.* Act as an escalation point for the Help Desk, either with direct knowledge or coordination and tracking with outside vendors.
* Ensure department adherence to written policies and procedures and report service performance KPIs to the executive team monthly.
* Direct all activities of the MIS department including assuring timely reports for ongoing projects
* Foster positive end-user relationships and drive customer satisfaction.
* Ensure HIPAA compliance, assist in coordination of information management planning.
* Assure training to clinical, clerical and professional staff regarding the contents, confidentiality, security and coding of medical records.
* Develop departmental goals, job expectations and performance standards for IS staff to ensure high quality department performance, develop process improvement and quality control measures for all areas of MIS.
* Analyze and make recommendations concerning hardware, software, staffing, and other resources to meet the company's computing needs and ensure the technical validity of all computer work performed*.*
* Develop and maintain asset inventory for both hardware and software computer systems and advise Executive level staff regarding equipment needs.
* Represent organization or assign designee at all state required MIS meetings.
* Serve as project manager for all internal and external IT/MIS upgrades.
* Coordinate and manage vendor contracts and relationships around all MIS equipment and systems.
* Oversee, recommend, and maintain all teleconferencing equipment, phone systems, and computer equipment including both software and hardware for continuity of business
* Other duties may be required and assigned as needed

**Qualifications and Education Requirements*** A Bachelor’s degree in computer science or related computer field with knowledge of multiple computer hardware and software and ability to learn quickly, think creatively, and understand the healthcare system is preferred. A minimum of 5 years administration or management experience in health information administration or management information systems administration is preferred. Demonstration of progressive leadership experience is also required. Knowledge of the Netsmart Avatar and crystal reports systems is a plus. Graduate Degree or extensive relevant work experiences a plus.
* Experience with Microsoft Azure, Windows Domains, basic networking skills, UCAAS phone systems, and other technology systems is preferred.

**Physical Requirements*** Ability to lift 50 lbs., sit, stand, and walk frequently throughout a day

**Special Requirements** * Experience with Electronic Medical Records systems a plus as well as knowledge of data submission requirements to State and Federal organizations. Team orientation, high level of professionalism and motivation, problem solving, planning, and organizational skills and the ability to function autonomously. Ability to learn independently and to meet job requirements autonomously is essential.
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| Reviewed By: | Human Resource | Date: |  |
| Approved By: | President/CEO | Date: |  |
| Employee Signature:  |   |
| Last Updated By: | 06/03/2022 |