



Management Information System (MIS) Manager

Job Summary

Advises top-level management on data processing capabilities and determines day-to-day priorities for corporate computer processing. Directs, plans, coordinates, and assigns the activities of a computerized management information systems department by performing the following duties personally or through assistant personnel. Responsible for the implementation of all policies, practices, and procedures pertaining to department personnel.

Essential Duties and Responsibilities

- Consults with management to analyze computer system capability for information, data, and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.
- Advise management on proper utilization of data processing time and equipment for maximum desired result.
- Prepares department budget and monitors expenditure of budgeted funds.
- Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and staffing.
- Manages the development, implementation, installation, and operation of information and functional systems for the organization.
- Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Negotiates and contracts with consultants, technical personnel, and vendors for MIS services and products.
- Provides support to end users in the selection, procurement, usage, and maintenance of software programs and hardware.
- Manages computer operation scheduling, backup, storage, and retrieval functions.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.
- Develops, maintains, and tests disaster recovery plans.

Supervisory Responsibilities

Responsible for the overall direction, coordination, and evaluation of a small staff of supervisory and non-supervisory personnel. Carries out leadership responsibilities in accordance with company policies, procedures, safety, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's and/or Bachelor's degree in Computer Science, Business Administration, or related field; five to ten years administration experience in screen printing and/or digital imaging plant operations; or equivalent combination of education and experience. Strong skills in work planning and scheduling.

Language Skills

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive presentations on controversial or complex topics to a variety of audiences.

Mathematical Skills

Ability to comprehend and apply the principles of advanced mathematics and statistical theory. Ability to work with complex mathematical and statistical concepts such as probability and statistical inference, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Independent travel may be required.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, toxic chemicals, and outside weather conditions. The noise level in the work environment is usually quiet.

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Human Resources

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