REPORTS TO: Senior Director of Industry, Facilities and Technology

SUPERVISES: No One

JOB OBJECTIVES: Responsible for maintaining the JRDS network/computer systems including hardware and software; Responsible for assisting agency staff on the use of computer software and hardware; Responsible for facilitating and participating in the development and updating of JRDS’s security policies and procedures, implementation of the HIPAA Security Rule and JRDS’s security policies and procedures; Responsible for the performance of all functions assigned to the Security Officer by JRDS’s Privacy and Security Policy and related procedures.

STATUS: Exempt - refer to personnel policies for detailed explanation.

ESSENTIAL JOB FUNCTIONS:
- Maintains the agency computer systems including hardware, software and network at all JRDS locations, upgrading as necessary;
- Oversees the development, updating, and implementation of JRDS’s security policies and procedures, protocols, and forms in compliance with the HIPAA Security Rule;
- Conducts initial and periodic assessments of JRDS’s compliance with the HIPAA Security Rule and develops and implements policies and protocols to correct any deficiencies found;
- Works with members of JRDS’s workforce to achieve and maintain compliance with the HIPAA Security Rule and JRDS’s security policies and procedures;
- Ensures training of JRDS’s workforce related to information security is in compliance with the HIPAA Security Rule;
- Works with members of JRDS’s workforce to periodically identify those classes of JRDS’s workforce who need access to electronic protected health information to carry out their duties and, for each of those classes, the category or categories of electronic protected health information to which access is needed and any conditions appropriate to that access;
- Chair Technology Committee Meetings occurring quarterly;
- Maintains user login and directories for users on the various server systems operated by the organization;
- Ensures security policies, network security and endpoint protection is in place on all JRDS computers and networks in accordance with JRDS policy, making recommendations for changes as needed;
- Troubleshoot hardware, software and network problems, including internet connectivity and external e-mail system;
- Recommend upgrades to hardware and software keeping the agency current with technological advancements required for the JRDS work environments;
- Builds and refurbishes computers as requested;
- Seeks bids from and supervises IT contractors, as needed, Coordinates subcontractors as requested;
- Inspect computers on a regular basis to insure all users adhere to agency policies on internet and machine use;
- Conduct an annual inventory of all computer related equipment;
- Follow JRDS client information privacy & security policies and procedures;
- Demonstrate professional demeanor and act as an appropriate role model for staff and clients;
- Project a positive and professional image of JRDS to the community;
- Communicate, verbally and in writing, with supervisor, co-workers, clients, board, vendors, general public, etc.;
- Attend/participate in meetings, in-services, emergency drills, and other job-related training as required, etc.;
- Perform other duties as assigned by supervisor;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:
- Thorough knowledge of JRDS policies, procedures and guidelines;
- Working knowledge of English composition, grammar, spelling, etc.;
- Knowledge of the theories, principles, practices and methodology of computer systems;
- Ability to use software programs applicable to current computer system and learn other software relevant to duties;
- Ability to develop and maintain effective, cooperative and productive work relationships;
- Ability to effectively communicate, both verbally and in writing;
- Ability to follow specific guidelines and instructions and make practical application of policies and procedures to assigned tasks;
- Ability to interpret job-related federal, state, and regulatory requirements and assist in ensuring agency compliance;
- Ability to write, complete, and maintain required paperwork and files;
- Ability to effectively prioritize work and organize/maintain agency materials;
- Ability to perform data entry accurately;
- Ability to anticipate problems and initiate correction action;

**JOB STANDARDS:** Prefer degree in Computer Information Systems and two years experience or equivalent combination of education and experience. Position requires exceptional skills in the use of Microsoft applications (Access, PowerPoint, Word, Outlook, and Excel); Must possess understanding of Network Operating Systems; Excellent work references required.

**EQUIPMENT:** Must be able to operate general office equipment, including telephone, computer/printer, copier, fax, and calculator; Must be able to legally operate a motor vehicle.

**RESPONSIBILITY:** Work is assigned by supervisor and may consist of detailed instruction to achieve agency goals. Employee is required to use judgment in planning, organizing and establishing work priorities. When guidelines do not exist, employee must use good judgment in selecting and adapting methods or procedures to fit unusual or complex situations, and the supervisor may be consulted on new or unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

**HEALTH AND SAFETY:** Employee is to assure health and safety of self and others by following all applicable agency policies, laws and regulations.

**PERSONAL RELATIONSHIPS:** Employee performs duties alone and with others, interacts with supervisor, co-workers, clients, vendors, board and the general public in a cooperative effort in achieving objectives, solving problems and answering questions.

**PHYSICAL EFFORT:** Employee is required to perform duties while sitting, standing, walking, bending and lifting; must possess good vision, hearing, color and peripheral perception; performs repetitive motions requiring manual dexterity; may encounter eye or neck/back strain. Employee must be able to verbally communicate/speak clearly to perform duties.

**WORKING ENVIRONMENT:** Work is performed in office environment.

**WORKING ATTIRE:** Conventional business attire to be worn when representing the agency. Casual dress appropriate within internal facility. Agency dress code and office dress code should be followed per the Personnel Policies and Procedures manual.

*Signatures below indicate review of the job description*

Employee ________________________________ Date ________________________________

Supervisor ________________________________ Date ________________________________