

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Executive Meeting –September 23, 2015

Board Members Present:

J. Larry Crawford
Harriette Cyrus
Thomas Gilpin, Atty.
Donna Rumbaugh
Omayma T. Touma, MD
Kevin Yingling, MD

Called to order at 6:35 p.m.

Executive Session ended at 6:53 p.m. and the Board reconvened into regular session at this time.

Respectfully submitted,



Michael Kilkeny, MD, MS
Physician Director, Cabell-Huntington Health Department

Approved:



Thomas H. Gilpin, Chairman
Cabell-Huntington Board of Health

FUNCTIONAL POSITION DESCRIPTION

Information Systems Manager 1

WORK SCHEDULE

Monday - Friday 8:00 a.m. - 4:00 p.m.

Note: This time schedule will vary depending on the job duties to be performed. Due to the nature of performing information technology work and due to emergency work related situations, weekend and evening work and the use of Work Schedule Adjustment may be required. This position requires carrying a cell phone and is available to respond to an agency IT emergency, public health threat/s and functions in a variety of roles as assigned by the Physician Director or Administrator. This position will report to the Administrator of the Cabell-Huntington Health Department.

DUTIES: Under limited supervision of the Administrator and Physician Director:

Network Administration

- Synchronize and troubleshoot all internal phone systems and related hardware and software
- Coordinate and inspect all internet lines for connectivity
- Updates and develops website including programming, policies and procedures for web site applications
- Inventory and develop a replacement planning program for computers, peripheral devices, hardware and software
- Design and develop a budget that aligns all IT service to the agency needs, plans and programs
- Ensure all back-up systems are integrated and perform schedule IT system back-ups
- Develop long term strategies for IT including network, servers and data systems
- Coordinate the integration of all peripheral IT including printing, wireless networks, conference room equipment and devices
- Answers requests and coordinates with WV Office of Technology
- Advises administration on hardware, software and peripheral needs

Threat Preparedness

- Maintains all equipment for Threat Preparedness including radios, communication devices, back-up systems, servers and regional equipment
- Updates staff contact information in WVPAlert
- Attends internal Threat Preparedness monthly meetings

Administration

- Performs all administrative direction on IT services including
 - Budget
 - Equipment purchases
 - Research equipment including servers, computers, software
- Data extraction and use in internal systems

- Provide training to employees on software platforms included in program areas
- Maintain communication with the WV Office of Technology
 - Troubleshoot problems and issues
 - Provide service internally to all computer needs by the staff in coordination with the WV Office of Technology
- Organize, design and develop work in programmatic areas within the health department
- Analyze agency operations and provide feasibility and cost of conversion to electronic records including all program operations
- Develop policies and procedures in IT
- Coordinate the resolution of hardware and software problems
- Develop proposals for new systems, applications, expansions and any other IT related programs
- Direct the design, development and implementation new systems, applications, expansions

Maintain a valid driver's license

Perform other related duties as deemed necessary by the Administrator or Physician Director.

Signature _____ Date: _____
(Information Systems Manager 1)

Signature _____ Date: _____
(Administrator)

Signature _____ Date: _____
(Physician Director)