

INFORMATION SYSTEMS COORDINATOR – 1402

FLSA Status: *Non-Exempt*

General Definition of Work:

Performs intermediate technical work involving the operations of a computer system and supporting system users; does related work as required. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Operating computer programs; providing system support, operations and maintenance assistance on systems.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Runs a variety of computer programs for County, School Board and Department of Social Services.
- Maintains Geographic Information System.
- Assists with website maintenance.
- Prints reports, checks, forms, letters, utility bills, real estate and personal property books and tax tickets.
- Runs back ups for routine applications.
- Cleans and makes adjustments to equipment.
- Analyzes problem calls from users and personal computer users.
- Assists in the training of user personnel.
- Assists with operations of main computer system including completing daily tape back-up, adding users, modifying users and passwords, etc.
- Attends classes, seminars and meetings to enhance and keep abreast of changing computer hardware, software and programming techniques.
- Assists with the installation and testing of personal computers, printers, and other peripherals and instructs operators in their use.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and techniques used in the preparation of computer programs; thorough knowledge of the operation, uses and capabilities of installed computer and related equipment and machines; thorough knowledge of the principles of mathematics as applied to computer operations; thorough knowledge of personal computer programming languages; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business and/or computer science, and considerable experience in data processing management.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires crouching, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and operation of machines; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

INFORMATION TECHNOLOGY MANAGER – 1410

FLSA Status: *Exempt*

General Definition of Work:

Performs difficult professional work in the planning, organizing and coordinating of the development, implementation and maintenance of the County's electronic data processing information systems and related operations; does related work as required. Work is performed under general supervision.

Essential Functions/Typical Tasks:

Planning, directing and participating in program development, analyses and operations; managing information systems, procedures and staff; preparing and maintaining systems, records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains and manages all information technology systems and infrastructure, including network connectivity, information security and telecommunications.
- Plans, directs and participates in data processing activities of the County, School Board and Department of Social Services.
- Plans, coordinates and directs the improvement and expansion of information services and the elimination of redundancy in the usage of data processing resources.
- Serves as programmer/analyst in developing or revising programs and system operations.
- Provides cost forecasts of data processing activities.
- Develops techniques and methods for assisting data processing users.
- Develops and administers the overall data processing policy and procedures.
- Evaluates and recommends acquisition of new equipment and software.
- Installs new equipment and programs.
- Develops and maintains the County website and public access channel.
- Maintains GIS data, mapping; handles all hardware and software issues; conducts training.
- Provides liaison with authorized users of data processing services and with the manufacturer's representatives.
- Performs computer operator duties as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of all phases of systems analysis, programming and computer operations in an on-line and batch processing environment; thorough knowledge of the functions of and operation of County departments; ability to establish and maintain effective working relationships with County officials, department heads and other key personnel; ability to determine departmental and County -wide needs of an information system and formulate and effective program to meet these needs; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate effectively orally and in writing.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science, and considerable experience in data processing management.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires crouching, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and operation of machines; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

General Definition of Work:

Performs intermediate technical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Assisting with, preparing and maintaining financial records; entering, verifying and checking data; processing accounts payable, accounts receivable, budget and other financial accounts; maintaining records and files; preparing reports *(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Processes accounts payable; reviews invoices for accuracy; prepares coding; obtains appropriate approvals necessary to pay each bill; checks for inappropriate tax on invoices; checks for discounts; issues accounts payable checks and posts payment information to the general ledger; assures timely mailing of payments
- Creates and maintains accurate vendor information in the payables system; completes and submits account applications for new accounts set up with local vendors
- Maintains tax exempt status with vendors
- Discusses outstanding invoices with vendors
- Prepares "Bill List" for monthly agenda
- Assists Finance Director in negotiating, renewing, and maintaining contracts
- Assists County Department Heads with budget information, expenditures, and coding of invoices; creates spreadsheets detailing expenditures and spending trends
- Prepares miscellaneous accounts receivable billings such as data processing fees, monthly and year end billings for fiscal services
- Assists Finance Director in preparation of draft budget
- Prepares bound budget book after final budget approval
- Keys in approved appropriations
- Creates purchase orders as requested
- Handles account change requests dealing with services from VITA, Verizon, and Verizon Wireless
- Performs backup duty of answering telephone, running postage machine, preparing reports and correspondence, and filing
- Operates typewriter, calculator, personal computer, and other standard office equipment incident to maintaining records; performs routine office/clerical services
- Performs related tasks as required

Knowledge, Skills and Abilities:

Thorough knowledge of governmental accounting, rules and regulations; thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of principles and procedures of financial record keeping and reporting; ability to understand and follow oral and written directions; ability to establish and follow work procedures, ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; skill in the use of a variety of office machines; ability to operate personal computers including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school; supplemented by successfully completed courses in accounting and/or extensive experience in accounting work.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

ADMINISTRATIVE ASSISTANT – 1202

FLSA Status: *Non-Exempt*

General Definition of Work:

Performs difficult skilled clerical work in a variety of administrative support and office assistance tasks; does related work as required. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Providing administrative support to division or department staff; receiving and processing incoming calls and visitors; preparing and maintaining manual and computerized files and records; preparing reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; directs visitors to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.
- Enters a variety of data into computer; verifies documents for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.
- Assists in the coordination and preparation of periodic, special and other reports; collects information from a variety of sources and compiles data; prepares minutes of meetings of Board of Supervisors, Planning Commission, Board of Zoning Appeals, and Industrial Development Authority.
- Processes requests for information and reports.
- Helps prepare agendas.
- Makes schedules; coordinates meetings; makes appointments.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Operates a variety of standard office equipment including a personal computer.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of standard office practices, procedures, equipment and office assistance techniques; comprehensive knowledge of business English, spelling and arithmetic; comprehensive knowledge of County and departmental programs, policies and terminology; ability to read and understand detailed policies, procedures and job related materials; ability to type and transcribe dictation accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and extensive office assistance experience including public contact work.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



EMPLOYMENT OPPORTUNITY Southampton County, Virginia

ADMINISTRATIVE ASSISTANT – We are seeking a talented, pleasant, and energetic person to provide clerical and administrative support to the County Administrator. General duties include receiving calls and callers to County Administrator's Office, processing incoming and outgoing mail, attending meetings of the Board of Supervisors, Planning Commission, and Board of Zoning Appeals and preparing meeting minutes, assisting with preparation and distribution of meeting agendas, preparing legal notices for publication, and maintenance of office equipment and office supply inventory.

Requires thorough knowledge of standard office practices, procedures and equipment and comprehensive knowledge of the organization and functions of county government. Must be proficient with the English language, including spelling, have strong written and verbal communication skills with the ability to listen, discern and understand activities at public meetings and prepare accurate and timely meeting minutes. Requires attendance at night meetings.

The successful candidate must be able to work in a complex, fast-paced environment, and have the ability to function both independently and as a team player. Must be able to establish and maintain effective working relationships with co-workers and the general public. Should possess the equivalent of a high school diploma with at least five years of progressively responsible experience. Starting salary is \$25,780 with excellent benefits package.

Submit letter of interest, résumé, salary history and work-related references in confidence to: Michael W. Johnson, County Administrator, P. O. Box 400, Courtland, VA 23837; (757) 653-3015. Review of applications will begin June 29. Position open until filled.