



DATE: February 2012
TITLE: IT MANAGER I
PAYROLL GRADE: 32
LOCATION: EAST MAIN/ADMINISTRATION
SUPERVISOR: IT DEPARTMENT SUPERVISOR
EXEMPT (Y/N): YES

GENERAL PURPOSE: To manage all existing Information Technology resources and evaluate any future hardware/software/network needs of the agency. Responsible for all data management and reporting to outside granting agencies, including, but not limited to State and Federal agencies. Manage all hardware and software resources for agency staff at all locations. May be assigned focus areas within the scope of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Perform system administrator functions for the Center software, including, but not limited to: Operating System and Qualifacts
- Perform network administrator functions for the Center's networks with responsibility for network security and integrity
- Responsible for data disaster recovery plan for agency, including maintaining server backups and ensure that a complete server backup is not older than 2 business days
- Responsible for all Center e-mail account creation, deletion, and security
- Coordinates contract staff brought in for special project work.
- Assists with performing or managing specific administrative functions for electronic clinical records (Qualifacts)
 - Payor Administration, accurate fee matrices
 - DACOD upload and verification
 - Maintenance of accurate and appropriate Activity Codes and Procedure Codes
 - Maintain Administrative Lists
 - Failed activity and failed claims resolution weekly
- Serve as project co-lead on continued Qualifacts implementation/system development
 - Primarily responsible for IssueTrak monitoring and resolution
 - Serves as liaison for Center and Qualifacts staff around system design and modification
- Responsible for Contract and State required reporting
 - Responsible for understanding all Center contracts and data collection and reporting implications and meeting reporting deadlines, including but not limited to Encounter submission, CCAR submission, SPQM submission
 - Responsible for cross checking and verifying data as accurate before being presented for review

- Responsible for acting as the Center's HIPAA IT Security Officer, in compliance with the HIPAA Privacy Act
- Oversees inventory of all software licenses, computers, printers, other equipment, and user passwords
- Develops long-term hardware/software/network plan for agency
- Reports on an ad-hoc basis as requested
- Participates/represents the Center in the community, within the BHO and with the State as required
- Performs special projects as assigned
- Responsible for keeping all client information confidential under the policies and procedures of the Center.

MISC. DUTIES AS ASSIGNED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an 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 or Formal Training and/or Experience:

- Minimum five years experience in an IT Administrator professional position
- IT degree or certification preferred
- Extensive experience with query tools/languages: SQL, Access, Oracle

Knowledge, Skill and Ability: (include materials and equipment directly used)

- Ability to work independently with minimal supervision and plan own work schedule effectively
- Ability to multi-task and prioritize work assignments and concentrate in a hectic and sometimes stressful setting
- Knowledge of basic mathematics and bookkeeping skills sufficient to provide accurate data for reporting
- Ability to absorb and understand complicated operations of the agency to ensure that systems are designed appropriately
- Proficient in Microsoft Office products and use of office equipment, i.e., calculator, copy machine, telephone and fax machine
- Ability to communicate clearly verbally and in writing in a professional, courteous and confidential manner
- Ability to transport self to various locations as required
- Must possess a valid Colorado driver's license and insurance that meets the minimum standards of the State of Colorado
- Ability to comply with applicable laws and regulations, and rules of confidentiality
- Knowledge of phone systems and experience maintaining

- Ability to work cooperatively and constructively as part of an interdisciplinary team

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position the employee is regularly working on a computer monitor
- Moderate physical effort may be required by handling objects up to 50 lbs occasionally and up to 30 lbs frequently
- May require flexing schedule beyond normally scheduled work hours or working irregular hours

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

Signature

Date