



**UMATILLA-MORROW HEAD START, INC.  
POSITION DESCRIPTION**

**Head Start**

**INFORMATION SYSTEMS DIRECTOR**

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**Position Information:**

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**Supervised by:** Deputy Director

**Supervises:** Information Systems Manager

**Salary:** Director I

**Classification:** Exempt

**Terms of Employment:** Regular-Full Time

**Job Goal:**

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To assist in providing support in the maintenance of agency hardware and software for computers and networks and application training and support for UMCHS staff, children, and parents

**Essential Responsibilities:**

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- Assist in the installation, configuration, and administration of all agency computer and network equipment
- Provide support for applications, including specialized applications (ChildPlus, Fiscal Software, etc), Databases, GroupWise, and other applications
- Assist in developing databases to track information needed to manage and evaluate agency services and programs
- Assess user skill levels and help decide on appropriate training approaches
- Purchasing computer and network equipment and software
- Assist in researching emerging technologies that could benefit UMCHS
- Assist in developing and maintaining a World Wide Web site to provide information about UMCHS to staff, parents, and interested members of the public.

**Qualifications:**

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- BA degree in Computer Science, Computer Information Systems or related field
- Experience in managing and supporting systems in a networked environment
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire
- Head Start experience (preferred)
- Community Service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation.
- Desire to work with low-income children and their families

## **General Staff Responsibilities:**

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- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- Apply safe practices in the performance of duties
  - Reporting of unsafe or hazardous working conditions and/or any injury immediately
  - Complying with Agency safety standards
  - Participate in emergency drills
  - Promote a culture of safe environments in the workplace

## **Other Requirements:**

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- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Lift and move heavy and/or bulky computer equipment or other objects or s weighing up to 75 lbs.
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Instruct, lead, train and facilitate others in a group setting

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***