**Job Title:** Information Systems Manager

**Section:** Information Systems Services

**Reports To:** Social Security Administrator

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to manage the SSA and HCF information systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Responsible for ensuring that the Social Security Administration and Healthcare Fund Information and Communications Systems are properly maintained and protected with all the necessary checks and controls.
* Responsible for ensuring that the computer skills of the SSA and HCF staff are at the appropriate levels.
* Responsible for ensuring that each section understands the Social Security System and Healthcare Fund System and their respective “screens”.
* Responsible for syncing data between Healthcare Fund System and Social Security Administration System.
* Responsible for programming and/or preparing reports to various requestors both within and outside the Social Security Administration and Healthcare Fund.
* Responsible for developing software requirements definition and coordinating with third-party programming source to develop new system functionality and enhancements.
* Responsible for maintaining all office computer software and hardware, printers, and other office equipment in Social Security Administration and Healthcare Fund office.
* Responsible for overseeing third-party provider to maintain and update the SSA website.
* Responsible for third-party program testing and quality assurance prior to user deployment.
* Responsible for implementing and maintaining disaster recovery plans and overall system risk mitigation.
* Responsible for reviewing vendor invoice pertaining to software and programming services acquired.
* Responsible for identifying discrepancies or improvements to the Social Security By-Laws and propose procedures when none exist to follow.
* Responsible for implementation of organization’s goals and objectives, as directed by the Social Security Administrator.
* Responsible for promoting a team-work environment and cooperation among section employees.
* Responsible for computer hardware repairs in the absence of the Information Systems Specialist Assistant.
* Perform other tasks as assigned by the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

Yes.

**QUALIFICATIONS**

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 and/or EXPERIENCE**

Must have a four-year degree in computer science or a certificate of completion from a recognized training institution and at least five years of hands-on experience. Prior work experience in a supervisory position, a plus. Must have experience and knowledge of PC networking (MS Server 2003/5/8), Microsoft SQl Server, and Fox Pro for Windows or Visual FoxPro. Must also have extensive knowledge in the MS Windows operating system and MS Office Applications software. Experience in computer hardware repair a requirement.

**LANGUAGE SKILLS**

Must also have excellent technical writing skills with a recent experience in writing formal procedures in English. Must read and speak English and Palauan. Must be able to interpret and understand complex agency and regulatory publications as well as public laws.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Microsoft Certification