



The Charles County Sheriff's Office

In-House Announcement for

Deputy Director, MIS

Salary: \$81,297



This critical position is responsible for the overall maintenance, administration, and operation of all computer information systems and network connectivity used by the Sheriff's Office. The employee directs and manages the technical support efforts, assesses the Agency's computer system requirements, both long and short term, determines appropriate technical systems and related actions needing implementation, and directs such implementation once approved. It involves technical and supervisory work requiring the scheduling, training, supervising, and evaluating of all employees within the Management Information System (MIS) Section. The Deputy Director interacts with the hardware and software providers on various issues, trains users, develops reports, and maintains all reference files.

REQUIREMENTS:

- Bachelor of Science degree in computer science or related field.
- Experience installing and maintaining computer hardware, components, networks, servers, and other related communications equipment.
- Five (5) years of progressively responsible experience in the MIS Section, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the duties of the position.
- A minimum of three (3) years of supervisory experience.
- Employee will be responsible for the preparation and tracking of the MIS Budget for equipment and software purchases and systems support.
- Thorough knowledge of the application of software systems.
- Advanced knowledge of various computer operating systems.
- Advanced knowledge of computer hardware and related systems.
- Thorough knowledge of network hardware and software systems, and the security of software systems.
- Advanced knowledge of relational database theory and applications programming.
- Possess interpersonal and communication skills necessary to interact effectively with all levels of public safety organizations and other governmental agencies.
- Knowledge of supervisory and management techniques and the ability plan, assign, supervise, and appraise the job performance of assigned personnel.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.

Sheriff's Office employees interested in this position must submit a Form #301, with resume, to the Human Resources Section, Administrative Headquarters Building, no later than **4:00 p.m. on Monday, November 30, 2015**. For more information call 301-609-6417.

County Government employees interested in applying for this position must submit a Charles County Sheriff's Office application, with resume. Applications are available at all District Stations or online at: www.ccsso.us. Please submit completed applications to Charles County Sheriff's Office P.O. Box 189, La Plata, MD 20646.

AN EQUAL OPPORTUNITY EMPLOYER