

Gary Public Transportation Corporation

POSITION: MIS TECHNCIAN
DIVISION: HUMAN RESOURCE

Send resumes to: GPTC/HR
100 W. 4th Ave
Gary, In 46402

Email: HR@gptcbus.com

Fax: 219-881-2551

JOB DESCRIPTION

The MIS Technician is responsible for planning, analyzing, implementing and maintaining the hardware and software needs for information management and communications. Management of software enhancements and produce information as required.

Essential Functions:

- ✓ Oversees and directs all network functionality to include, LAN, Internet and Intranet connectivity, coordination and maintenance of technical problems.
- ✓ Provides expertise relative to data programming and data entry reporting systems.
- ✓ Analysis information and generate reports as required.
- ✓ Develops programs, policies and procedures.
- ✓ Controls and feedback systems and testing integrity of the database.
- ✓ Plan and implement in-house monitoring of MIS files.
- ✓ Consults with department heads to clarify program intent, identify problems, suggest changes and determine programming requirement.
- ✓ Plans, implements and maintains hardware and software systems for the information management and communications needs.
- ✓ Works closely with other departments in preparing reports.
- ✓ Prepare reports as required.
- ✓ Training staff on proper usage of equipment.

REQUIREMENTS:

Three to five years experience in MIS, to include programming, network administration, systems analysis and development; installation of software; user training; writing procedures and manuals.

Experience in a server environment.

Experience with management of telecommunications and intranet systems.

Ability to communicate and interpret computer terminology to users, managers and vendors

EDUCATION/QUALIFICATIONS:

Bachelor's Degree in Computer Science.

One to three years applicable experience.

Must have extensive knowledge of MIS systems and database programming, software, hardware, and computer technical languages.

Must have ability to effectively communicate in a verbal and in written form and to develop and interface with languages in database systems and provide analysis and expertise in a variety of computational assignments.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Must be able to lift items that are at least 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential duties of the job. The noise level in the work environment is usually quiet.

Gary Public Transportation Corp., is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sex, sexual preference, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by Federal, State or local laws.