

MANAGEMENT INFORMATION SPECIALIST

DEFINITION

Perform information technology work at the Airport. Oversee and maintain hardware and both off-the-shelf and proprietary software applications; train employees on software applications; develop customized software files to enhance employee productivity and to increase information available to management.

EXAMPLES OF DUTIES

Maintain proprietary Airport systems; coordinate geographic information systems (GIS) database with consultant-maintained systems; maintain and coordinate repair of Airport network computer server, PCs, printers and related computer systems; supervise and perform in-house oversight for Local Area Network; provide technical hardware and software support as Analyst/Technician; perform microcomputer hardware and software installation and support; acquire computer hardware; develop software applications to meet Airport needs and increase efficiency; program telephone system for terminal tenant moves, additions and changes for voice mail and call accounting; perform audits on monthly billings; manage private branch exchange based telephone system in a distribution architecture; perform customized software training for Airport employees; develop specific products for Power Point presentations and products for management of CAD documents; maintain web site; manage security access and perform miscellaneous duties.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree in network systems, information systems, computer science or related field and one year of relevant work experience.

Knowledge, Skills and Abilities: Knowledge of personal computer hardware and software, LAN/WAN concepts, TCP/IP and IPX protocols and network printer systems; knowledge of the use and supporting Microsoft Office PC application software; possession of effective oral and written communication skills; demonstrated computer aptitude indicating the ability to learn and understand specific Airport computer systems; and ability to interact professionally with co-workers, vendors and members of the public.

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license. Candidate must undergo employment drug and alcohol testing, and pass a FAA required criminal history record check and employment history verification. May require working nights and weekends and being on-call.