

# RWJ MANAGEMENT INFORMATION SYSTEMS COORDINATOR

## DEFINITION

Under general direction, responsible for the planning, acquisition, implementation, maintenance and modification of the Children Come First program's management information system; participates in the program's management; performs related duties as required.

## EXAMPLES OF DUTIES

Installation and maintenance of the CareTrack managed care MIS system; acquisition, installation and maintenance of a MIS accounting system, creation of a software interface between CareTrack and the accounting system; acquisition and configuration of necessary hardware; creation and implementation of a regimen of data backup; periodic maintenance of all hardware; development of local enhancements of acquired hardware or creation of new programs as needed.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience to a bachelor's degree in computer science, mathematics or related field and five years of management information system experience demonstrating strong database language skills preferably including Paradox. Experience in managed health care, health insurance or health care provider billing is desired.

h:\personnel\job-spec\rwj-mis.doc  
04/27/93