	Job Description for Assistant I.S. Director	Department:	Hospital Information Systems
		Dept.#:	8480
		Last Updated:	1/12/09

Reports To

Chief Information Officer

Job Summary

The Assistant I.S. Director is responsible for assisting the I.S. Director in all aspects of managing the Hospital's I.S. Department. The Assistant I.S. Director contributes in all aspects of managing the Hospital's Network Infrastructure, including the management of upgrades and configuration/installation of network devices such as routers, switches, firewalls, VPN devices, servers and any other associated devices.

Duties

1. Acts as the Exchange Administrator for the Hospital's overall Intranet, and Internet, e-mail services

2. Administers and supports Hospital Active Directory Domain, including subnets, DHCP scopes, DNS, secure network vlans, and group policies

3. Administers group lists, access control lists, and security associated with network and application databases; responds to the needs and questions of users concerning their security and access to resources on the network

4. Performs network troubleshooting to diagnose complex network problems, identifies and replaces malfunctioning and inoperative equipment, performs preventative maintenance and repairs

5. Develops, installs and maintains backup and recovery procedures for various network databases

6. Works with I.S. Staff in development of education necessary to ensure progressive support of Hospital network and associated devices

7. Provides technical expertise to I.S. Staff in the implementation and development of Network security and anti-virus applications and web development applications

8. Maintains current inventory of Network architecture, including network diagrams, OS levels, software and hardware licenses

9. Works with outside Business Partners to establish secure connectivity for data transfer and data access

10. Reviews technical procedures and recommends solutions and changes in procedures, provides insight and technical plans for strategic planning of information systems' recommends and evaluates new network technologies

11. Provides support for all I.S. Staff, in problem resolution of Software/Hardware related issues, calling outside vendors as appropriate

12. Other duties as assigned

Qualifications

1. College degree preferred

2. Work related experience or background

Lifting Requirements

Medium – lifting 51 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.