

POSITION SUMMARY: MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Director of Information Systems directs the overall and day-to-day management of Ville Platte Medical Center's computer-based information systems and services. This includes responsibility for the support and maintenance of existing information systems; research, planning, and installation of new systems; development of user guidelines; confirmation of the integrity and adequacy of systems; and development of appropriate department goals/objectives.

POSITION QUALIFICATIONS:

College degree in related technical field and at least three (3) years experience in management and support of Information Systems/Information Services (I.S.). (Experience in health care information services preferred.)

Extensive technical knowledge relative to the operation and integration of computer information systems.

Strong organizational and leadership skills. Ability to function with minimal supervision.

Good communication and interpersonal skills.

Able to perform managerial functions and supervise others effectively. Ability to integrate clinical procedures and needs with technical applications to effectively meet the information system needs of the facility.