



BOONE MEMORIAL HOSPITAL, INC.

JOB DESCRIPTION

Position Title: CLINICAL IT DIRECTOR

Department: Information Technology

This position will be responsible for installing, configuring, troubleshooting, and supporting computer network systems (workstations and servers), provide technical and service support on microcomputer hardware and software, and related equipment. Experience with CPSI/Evident and Medhost strongly preferred.

DUTIES AND RESPONSIBILITIES

- Assist co-workers with software problems.
- Install hardware, software, or peripheral equipment.
- Conduct computer diagnostics to determine nature of problem.
- Maintain or repair computers or related equipment.
- Read and understand computer equipment operating manuals.
- Responds to the needs and questions of users concerning their access of resources on the network.
- Assists with establishing network users, user environment, directories, and security for network systems in accordance with standardized procedures.
- Maintains accurate and up-to-date documentation on server and workstation configurations.
- Maintains accurate and up-to-date hardware and software inventory.
- Monitor computer operation.
- Provide and assist with basic service of microcomputers and related equipment.
- Assist with installation of security hardware and designated software.
- Run system diagnostic software.
- Install and test microcomputer hardware.
- Assist with preventative maintenance and service.
- Provide technical support by phone.
- Communicate with vendors by phone to address hardware and software problems.
- Install and perform routine maintenance for hardware including printers, systems, plotters, monitors, communication boards, video boards, cables, disk drives, switch boxes and scanners.
- Install software such as Microsoft Word, WordPerfect, Lotus 1-2-3, Windows and MS DOS.
- Respond to questions from administration, faculty and staff relating to software and hardware problems.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, analyzes and interprets general business periodicals, professional journals, and technical procedures.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of Department Directors, Executive Directors, and CEO.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Two years of computer related experience.
- Microcomputer system hardware operation.
- Microcomputer and electronics repair techniques.
- Microcomputer operating system software.
- Installation and testing of microcomputer software, firmware, and hardware.
- Proper care and use of personal computer.

QUALIFICATIONS

Network Administrator Certificate; or two to four years related experience and/or training; or equivalent combination of education and experience. Must demonstrate the ability to interact with peers, management, and other departments in a professional manner. Experience with CPSI/Evident and Medhost strongly preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk and stoop, kneel, crouch, or crawl and climb stairs. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Must be able to work in a variety of environments.

Employee Signature: _____ Date: _____

Revised: February 10, 2010