## PERFORMANCE EVALUATION FORM

### Position: Information Systems Director

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>DEPARTMENT:</th>
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<tbody>
<tr>
<td>Director Information Systems</td>
<td>Information Technology</td>
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<tr>
<th>APPROVED BY:</th>
<th>IHA JOB CODE:</th>
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<tr>
<td>CEO</td>
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<tr>
<th>LATEST REVIEW OF JOB DESCRIPTION:</th>
<th>LATEST REVISION OF JOB DESCRIPTION:</th>
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<tbody>
<tr>
<td>9/2016</td>
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<tr>
<th>FORMER REVISION:</th>
<th>EXEMPTION STATUS:</th>
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<tr>
<td>04/03/2016</td>
<td>Exempt X Non-exempt</td>
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### Job Summary:
- Must be able to plan and budget for changes in design and architecture to the hospital infrastructure.
- Establish and maintain a process improvement program for the Information Technology department.
- Must have the ability to support and maintain information systems, computers and peripheral.
- Required to plan and schedule work for staff in the Information Systems department.
- Adheres to and promotes the established values of the organization, i.e., customer service, Behavioral Standards, HIPAA, safety, compliance standards and all others.
- Must attend 75% of all applicable leadership, departmental, or other required meetings.
- Review for approval the time worked, overtime, and time off for the department.
- Maintain knowledge of computer systems, applications and maintain proper documentation required for fulfillment of departmental job responsibilities.
- Evaluate and protect the security of the facility’s information systems and have a good understanding of industry best practices.
- Responsible for hiring, disciplinary actions, and termination of staff.
- Ability to prepare or adjust Capitol/Operating budgets as needed.
- Maintain project management, strategies and capacity planning for facility communication needs.

### JOB QUALIFICATIONS:

#### Education and Training:
Associates Degree in the field of Information Technology/Computer science or 3 years equivalent work experience with emphasis in a health care setting required.

#### Licensures/ Certifications:
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#### Experience:
5 years experience in IT management or IT operations preferred.

#### Skills and Abilities:
Communicate effectively, multitask, excellent organizational and prioritization skills.
Knowledge in the area(s) of systems integration; understanding of computer hardware systems along with application program integration concept; knowledge of LINUX and Microsoft desktop and server operating systems.

Excellent teamwork, leadership, and communication skills both oral and written.

Strong customer service skills.

Knowledge of networking protocols; knowledge of TCP/IP and networking.

Excellent technical knowledge of network and PC hardware, including Firewalls, VPNs, AD and Exchange Server.

Working knowledge of desktop and server virtualization systems (Vmware preferred).

Hands-on hardware troubleshooting experience.

Ability to operate tools, components, and peripheral accessories.

Able to read and understand technical manuals, procedural documentation, and OEM guides.

**REPORTING RELATIONSHIPS:**

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<tr>
<th>Reports to: CEO</th>
<th>Supervises: ITS Staff</th>
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**Essential Duties and Responsibilities**

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.

1. Manage IT department operational and strategic planning, including business requirement, project planning, and organizing and negotiating the allocation of resources.

2. Define and communicate project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.

3. Develop business case justifications and cost/benefit analyses for potential technology solutions and implementations in support of new initiatives opportunities, and procurement efforts.

4. Formulate and deploy long-term strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.

5. Review performance of IT systems to determine operating costs, productivity levels, benchmark, analyze, report on, and make recommendations for the improvement and upgrade requirements of the IT infrastructure and IT systems.

**Physical Demands/Work Environment**

**PHYSICAL ACTIVITY REQUIREMENTS:** (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional = 33% or less of work day.)

**Constant**

- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds at normal range. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

**Frequent** Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important in the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest or knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

**Occasional** Crawling: Moving about on hands and knees or hands and feet.

Repetitive Motions: Substantial movements (motions) of the wrists, hands and/or fingers.

**PHYSICAL REQUIREMENTS:**

Heavy work: Exerting up to 50 pounds of force occasionally and/or up to fifty pounds of force frequently and/or 10 or 20 pounds of force constantly to move objects.

**WORKING CONDITIONS:**

The worker is subject to both environmental conditions. Activities occur inside and outside, being subject to temperatures ranging from below 32 degrees, to temperatures above 100, for periods of more than one hour.

• The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

• The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.

• The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat, chemicals, or infectious environments.

• The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: Contaminants, fumes, odors, dusts, mists, gases or poor ventilation.

• The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

• When required, the worker will wear a respirator and/or other “Personal Protective Equipment”.

• None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
VISUAL ACUITY REQUIREMENTS:
• Close assembly inspection, clerical, administrative: Dealing largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines or equipment, using measurement devices, assembly or fabrication of parts at distances close to the eyes. This would include skilled-trades and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. This may also include operation of mobile equipment such as cars, trucks, fork-lifts, cranes and high lift equipment.

INTELLECTUAL/EMOTIONAL REQUIREMENTS:
• Adaptability to accepting responsibility for the direction, control or planning of an activity.
• Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint.
• Adaptability to influencing people in their opinions, attitudes or judgments about ideas or things.
• Adaptability to making generalizations, evaluations or decisions based on sensory or judgmental criteria.
• Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
• Adaptability to dealing with people beyond giving and receiving instructions.
• Adaptability to performing repetitive work or to performing continuously the same work, according to set procedures sequence or pace.
• Adaptability to performing under stress when confronted with emergency, critical, unusual or dangerous situations; or when working speed and sustained attention are make-or-break aspects of the job.
• Adaptability to situations requiring the precise attainment of set limits, tolerances or standards.
• Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.