

JAMAICA LIBRARY SERVICE

JOB DESCRIPTION & SPECIFICATION

POSITION TITLE:	DEPUTY DIRECTOR - DATABASE & NETWORKS
DIVISION:	INFORMATION TECHNOLOGY
DEPARTMENT:	DATABASE & NETWORKS
REPORTS TO:	DIRECTOR, INFORMATION TECHNOLOGY

JOB SPECIFICATION

REQUIRED SKILLS/EDUCATION

1. A university degree in Computer Science, Computer Information System, Management Information System, Electronics, Electrical Engineering with Computer Science, Mathematics with Computer Science, Digital Technology or a closely related a discipline.
2. Certification in one or more of the following (or a closely related certification): CISCO Certified Network Associate (CCNA), Microsoft Certified System Engineer (MCSE), Certified Information System Security Professional (CISSP), Project Management Professional (PMP).

SPECIALIZED TECHNIQUES/KNOWLEDGE

1. Sound knowledge of current advances and emerging technology in field telecommunications and computer networks relating to enterprise architecture, design, implementation, security, network operating systems platforms and management.
2. Expert knowledge of enterprise database management systems and the mechanism required for design, implementation, security, data protection and management.
3. Working knowledge of project costing and management.
4. Strong oral communication and interpersonal skills

REQUIRED EXPERIENCE

1. Minimum of 5 years experience with at least two (2) years at the middle management level and three (3) years as a network administrator or systems engineer in an enterprise network environment.

SUPERVISION

- Received** 1. From the Director, Information Technology

LIASES WITH:

- Internally:** 1. All Divisional Heads and Senior Managers

- Externally:** 1. Service and solution providers / suppliers
2. Equipment Suppliers and Contractors
3. Funding Agents
4. External Library Networks

ROLE AND CORE FUNCTIONS

Manage the design, implementation and management of a stable enterprise class network and relational database management system with relevant network based applications / systems that meets changing organisation needs. Coordinate and assist in staff training to ensure that the human asset of the organisation is equipped with the requisite knowledge to efficiently and effectively utilise deployed systems and is responsible for:

- a) The design, implementation, maintenance and management of technical, administrative and library technology database systems.
- b) To coordinate and provide staff training in the use of information systems and database systems.
- c) To supervise the administration of all data and communication network assets.

FUNCTIONAL RESPONSIBILITIES

1. Assists with the evaluation of corporate objectives and meet with senior managers to develop suitable approaches that conform to and/or enhances the IT policy of the organisation.
2. Assist in the interviewing of personnel to ensure that the requisite competency exists that meet or exceed systems technical requirements.
3. Develop technical specifications for sourcing or development of applications, database management systems, network architecture and supporting ICT infrastructure.
4. Complete and gain acceptance for design specification, system architecture.
5. Manage the fine tuning of systems and network infrastructure.
6. Assists in the evaluation and selection of multi-media information and learning resources.
7. Assisting the establishment and maintenance of disaster preparedness and recovery plans.
8. Make infrastructure recommendations that underpin e-library services.
9. Supervise the addition, upgrade and maintenance of the organisation intra/internet infrastructure and web-base applications
10. Evaluate system requirements and recommend purchase, development and modifications.
11. Ensure appropriate system security measures and define contingency and disaster recovery plans.
12. Maintain control of the structure, content, integrity, replication, backup and access of the organisation database management system.
13. Establish and manage relevant and updated system documentation and user manuals for all computer based systems and network components.
14. Assist with the acceptance testing of system components and the diagnosis of system errors.
15. Develop or recommend training material and assist with the planning and implementation of training programmes.
16. Train the JLS system user to troubleshoot user specific problems, errors and discrepancies.
17. Coordinate the implementation of database change requests.
18. Assist with the preparation and monitoring of the Information Technology Division's budget.
19. Manage system administrators and support personnel of the JLS Island wide data and communication networks.
20. After the requisite authorisation, oversee the addition and deletion of users from the enterprise network.
21. Liaise with supplier in the procurement and installation of computer systems hardware, software and network components.

22. Provide technical guidance to staff.

	KEY RESULT AREAS	EXPECTED PERFORMANCE
1.	The performance of the JLS computer networks and security and stability of information systems and applications.	a) Define and implement adequate procedures for routine systems backup and maintenance. b) Managing the administration of network, enterprise systems and trouble-shooting to ensure a stable, relevant and secure data and communication network environment.
2.	The appropriateness of system architecture and applications of software specification	Evaluate user requirement and make recommendation regarding the selection, modification or development of software and computing environments.

IMPORTANT PERSONAL ACTIVITIES

1. Define systems architecture and network standards for the computerization of the organisation
2. Ensure that directors and senior managers are informed about users' requirements.
3. Liaise with the relevant Directorate and provide technical input into the development of IT based projects.
4. Review the performance and situation for promotion and training of system support personnel.

AUTHORITY

1. Initiate hiring subject to establishment manpower plan and discussion with HRD/ Administration division.
2. Suspend staff within the division pending outcome of enquiry.
3. Initiate firing of divisional staff by use of established staff orders and JLS procedures.

4. Bar/Permit access to computer and communication facilities.
5. Assign duties to staff, set priorities and revised work schedules within the IT division.
6. Assist in the development of operating procedures, set performance standards and review productivity.
7. Invite quotations and assist with the evaluation of tenders and the selection of contractors.
8. Make recommendations for system design, hardware/software specification and selection.
9. Incur expenses in accordance with approved divisional budget and subject to cash flow constraints.
10. Reject equipment / Services supplied at variance with agreed specifications.

PERFORMANCE CRITERIA

1. Translation of the JLS corporate IT objectives for database, networks and multi-media development into a cost effective, relevant and achievable master plan.
2. The development and diffusion of systems maintenance IT skills with the JLS at regional levels as may be required.
3. The degree to which systems design and specification are adhered to and implemented system perform as expected
4. Performance of the Database and Network department against established budgets and targets.

Prepared by:
Director, Human Resource & Administration

Approved by:
Director General

June 2004