

HEALTH ALERT NETWORK ADMINISTRATOR

GRADE: 11

GENERAL DESCRIPTION

Administers local Health Alert Network (HAN) and all applications utilized by HAN; Plan, develop, and implement strategies and deliverables and ensure goals are met; Develop and implement policies and procedures for the HAN. Plan and make budget recommendations; Maintains HAN database containing 24/7 contact information for public health preparedness; Initiates emergency communications with public health and the health care community through rapid means of distributing information; Performs complex systems analysis, design, coding, testing and implementation.

EXAMPLES OF WORK PERFORMED

Maintains and administers Health Alert Network (HAN) including transmittal and response HAN messages and alerts on 24/7/365 basis to facilitate public health preparedness

Administers HAN 24/7 contact database

Provides technical assistance and end user support HAN applications to department personnel

Develop and implement policies and procedures for HAN

Updates HAN website and manages HAN secure web server

Assists with installing database software updates in house and at off-site locations

Trains new staff on new and updated procedures as needed

Plan, research and oversees projects and implementations for the HAN and its application

Design, develop, and maintains critical databases and procedures necessary to save, retrieve and recover critical disease and incident databases from hardware and software failures

Prepares and gives presentations, briefings and training sessions on database operation for external and internal personnel

Coordinates video conferencing and distance learning using the HAN

Generates reports for internal and external customers as required

Tests HAN and other redundant communication systems as needed

Researches and recommends new technologies and applications

Prepares for periodic audits

Performs all other related duties involved in the operation of Public Health as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's Degree preferable in Computer Science, Information Systems, Business Management, Communications or related field. Three (3) years of full time computer information systems experience are required. MSCE or MCDBA certification strongly desired.

Knowledge, Skills, and Abilities

Extensive knowledge of database applications, spreadsheets, computing systems and data analysis programs required

Basic knowledge and understanding at the protocol level of TCP/IP, routing, DNS, SMTP, FTP, HTTP required

Must have excellent oral and written communication skills and possess strong organizational skills

Fluency in MSSQL Server, ASP.NET, and HTML, VB.NET or other similar tools strongly desired

Knowledge of grant proposals, deliverables, and project management also strongly desired

Independent judgment and technical skills are required to design, administer and support computer (software/hardware) and other equipment, as well as employee needs

Ability to communicate effectively and ability to train others; May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

