STATE OF SOUTH CAROLINA
Lieutenant Governor's Office
1301 Gervais Street Suite 350
Columbia, SC 29201

http://www.jobs.sc.gov
INVITES APPLICATIONS FOR THE POSITION OF:
Information Resource Consultant II

An Equal Opportunity Employer

OPENING DATE: 05/30/14

CLOSING DATE: 07/02/14 03:00 PM

JOB TITLE: Information Resource Consultant II

CLASS CODE: AJ45

POSITION NUMBER: 60008525

SLOT NUMBER:

STATE SALARY RANGE:
  $38,703.00 - $71,608.00 Annually

AGENCY HIRING RANGE - MIN: $37,945.00
AGENCY HIRING RANGE - MAX: $54,074.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:
RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Only online applications will be accepted. Resumes will not be accepted in lieu of state application.

JOB RESPONSIBILITIES:

With limited supervision serves as the technical expert in providing data management, analysis, and reporting for the Lieutenant Governor's Office on Aging using tools such as AIM and SQL. Researches issues and composes professional communications. Maintains up-to-date manuals for the service delivery software. Compiles and submits reports to Administration on

Aging and other organizations. Supports the information technology infrastructure of the Office on Aging.

Serves as the AIM liaison. Manages incoming AIMHelp requests and email. Researches issues and composes professional responses. AIM system support and enhancements. Monitors the data in AIM, analyzes for compliance and anomalies, and provides AIM reports as needed by staff. Responsible for the timely and accurate submission of the yearly federal NAPIS report.

Handles helpdesk issues, computing environment maintenance and upgrades. Responds in a timely manner during business hours to issues related to the computing environment. Resolves issues to include, but not limited to, installing software, resolving software issues, and setting up hardware, debugging hardware, setting up, maintaining and debugging network issues, printers, phones and fax issues. Maintains servers. Manages telephony information and updates.

Provides training, knowledge transfer, and education. Builds web training on how to use the AIM system. Provides and receives knowledge about job duties of other teammates. Continues agency education and improvement. Maintains and modifies protocol and process documentation.

Completes projects which enhance the agency and programs' efficiencies.

Other duties as required to include, but not limited to, participation in Lieutenant Governor's Office on Aging outreach events and partnering opportunities, and assists all staff members with overall mission and direction of the organization.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree or associate's degree with at least two (2) years technical experience with SQL and one (1) year technical experience with Excel; One (1) year professional experience in Human Services, Public Health, or Public Administration.

PREFERRED QUALIFICATIONS:

Ability to analyze data required to plan and direct service resources.; Ability to prepare reports, compose professional quiality documentation and communications, and make public presentations.

ADDITIONAL COMMENTS:

This is an extremely fast paced position. Applicant must be a self-starter and have the ability to meet goals and deadlines.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.jobs.sc.gov OR 1301 Gervais Street Suite 350 Columbia, SC 29201	Job #37823 INFORMATION RESOURCE CONSULTANT II QS

Information Resource Consultant II Supplemental Questionnaire

* 1. Do you have a bachelor's degree or associate's degree and two (2) years of technical experience in information technology support?

   ⊔ Yes   ⊔ No

   2. If you answered yes to question #1, please describe your experience.

* 3. Do you have at least two (2) years technical experience with SQL and one (1) year technical experience with Excel?

   ⊔ Yes   ⊔ No

   4. If you answered yes to question #3, please describe your experience.

* 5. Do you have the ability to make public presentations?

   ⊔ Yes   ⊔ No

   6. If you answered yes to question #5, please describe your experience.

* 7. Do you have the ability to analyze data to plan and direct service resources?

   ⊔ Yes   ⊔ No

   8. If you answered yes to question #7, please describe your experience.

   9. Do you have one (1) year of professional experience in Human Services, Public Health, or Public Administration?

   ⊔ Yes   ⊔ No

* Required Question