



## Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378  
Carrizo Springs, TX. 78834  
Ph. 830 876-9265/Fax 830 876-9285



### JOB POSTING

**Position:** Management Info Systems Coordinator

**Date Closed:** Until it is filled.

This position is a Kids Are First, Inc. member of the Management Team Workgroup and will also participate in other management team meetings as assigned. Handling all significant emerging IT issues and deadlines will be discussed, and actions will be developed to address all IT issues. Will create a summary.

status of each area's scope of responsibility will be communicated at each meeting.

Reports to the agency's Chief Executive Officer/Executive Director. This position is responsible for:

- Managing and overseeing the agency's wide area network (WAN)
- Regular maintenance and upkeep, and ensuring all systems operate efficiently.
- For all internal information and communication systems, i.e., the internet, emails, telephone, agency website, Facebook Page, security systems (cameras, door locks, etc.), and all other intra-communication systems.
- Will collaborate with other management staff in acquisition and management, including renewal tied to contracts and maintenance of all subscriptions related to third-party software.
- This position develops, manages, and implements an efficient hardware maintenance system, including all peripherals, printers, copiers, monitors, security cameras, and other equipment.
- Will provide agency-wide software support, network and remote backups, upgrades, and internet and telecommunications support in coordination with ISP and other providers.
- Schedules and produces periodic reports regarding MIS performance of all systems under their responsibility, stating the status of systems, glitches, and issues, and keeps an accounting of system upgrade requirements.

#### EDUCATION AND EXPERIENCE

The position requires a Bachelor's degree or higher in Computer Science or a related field in computer hardware, computer systems, ECE Technology, and cyber security with a minimum of two years of experience. Head Start experience is preferred but not necessary.

If applicable, federal, state, or local Head Start of childcare regulations, now or as amended in the future.

Bilingual preferred (English/Spanish) or English and other languages in the local area).

**APPLY AT:** KAF, Inc., located at 2494 El Indio Highway, Eagle Pass, TX 78852, or mail the application to Attn: Human Resources Department, or email to: [humanresources@kafhs.org](mailto:humanresources@kafhs.org).

**PLEASE NOTE:** Interested applicants in this position must submit their application, resume, and educational requirements by the deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER