

POSITION: Director, Information Technology
GRADE: 13N
CODE:

FLSA: Exempt
DATE: 03/17

Job summary: Plans, directs, and manages the Information Technology Department to ensure the development and implementation of cost-effective information systems and efficient computer and communication operations to meet the current and future technology needs of the County. Responsible for Countywide direction and resources in areas of policy and planning for data processing, telecommunications, networks, systems, etc. ***This position serves at the pleasure of the County Executive.***

Essential Functions:

1. Plan, direct and manage the IT Department in order to ensure development and implementation of cost-effective systems, efficient, and secure information operations to meet the County's current and future decision-making requirements.
 2. Provide counsel and guidance to management and personnel throughout County government and affiliated governments and agencies to contribute to optimum utility and utilization of information technology services.
 3. Consult with county departments to determine user information technology needs and provide the hardware and software systems to meet determine those needs including post-implementation reviews to assure the success of the new systems and that the needs are being met.
 4. Prepare the annual Information Technology budget and establish controls to stay within the specified limits of that budget; prepares multi-year projections of county IT needs as requested.
 5. Approve the purchase, rent, lease, license, or other acquisitions from outside sources of computer systems, communication systems and hardware, software, services, or licenses needed to meet the company's information technology needs, in accordance with County purchasing policies.
 6. Direct the activities of the Information Technology staff and assure that the staff is trained and certified to the current and expected requirements of their positions.
 7. Select, develop, and motivate qualified staff to effectively carry out the department's functions and provide for the managerial and specialized needs of the County.
 8. Establish the operating procedures, standards, practices, and security measures of the department and assure that the use of its hardware, software, and security systems are documented and that there are quality control systems in place to assure the proper installation of equipment and systems as well as the proper continuous maintenance of all equipment and systems.
 9. Performs other duties as instructed and assigned.
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Required Knowledge, Skills, and Abilities:

1. Ability to develop an information technology plan and manage a budget.
2. Comprehensive knowledge of the information technology issues faced by large entities of the size of the County including the specialized issues of public safety.
3. Ability to manage a department, interact with other departments, and coordinate IT efforts with other governments and agencies within the County.

4. Strong interpersonal skills to deal with personnel situations as well as excellent management skills to successfully perform the planning, directing, reporting, and administrative responsibilities involved. Excellent written and verbal communications skills are required.
 5. Act as the back-up to other management and technical positions within the department.
 6. Must meet the security requirements of state and federal agencies.
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Education and Experience:

1. Bachelor's Degree in Computer Science, prefer masters and/or additional IT related certifications.
2. Six to ten years of progressively responsible supervisory experience in information technology management, three (3) years of which must have included the management of professional personnel engaged in midrange and microcomputer programming, systems analysis and management functions, website management, GIS administration, local and wide-area network administration, telecommunications administration, internet services and cloud based software, and/or computer-center operations.
3. Valid driver's license preferred.

Physical and Environmental Conditions: Work requires light physical effort in the handling of light materials and equipment in non-strenuous work positions.

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, e.g., use of safe work practices with office equipment, avoidance of trips and falls, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.