



DIRECTOR, INFORMATION TECHNOLOGY

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work in the planning, organizing and directing the development, implementation and maintenance of the County's information technology systems; does related work as required. Work is performed under general supervision. Supervision is exercised over department personnel.

This is medium work requiring the exertion of up to 75 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, reaching, lifting, fingering, walking, crouching and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, operation of machines and motor vehicles, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, administering and participating in program development, analyses and operations; managing information systems (Voice and Data), procedures and staff; preparing and maintaining systems, records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Designs, develops, coordinates and procures new technological solutions for County processes;

Coordinates and delegates the tasks of the information technology staff;

Supervises information technology staff;

Manages information technology projects, including the installation and implementation of systems, infrastructure, hardware and software;

Plans, organizes and directs all information technology activities in the County;

Makes recommendations to management team and County Administrator on all information technology issues;

Supervises consultants or vendors working on information technology related projects;

Ensures the confidentiality, security and integrity of the County's information resources;

Supervises the maintenance and repair of County information technology hardware;

Develops and implements information technology policies and procedures;

Assesses departmental needs and coordinates and prioritizes responses with available resources;

Develops, prepares and administers information technology budget;

Develops and implements the County's Information Technology Plan;

Makes presentations to the Board of Supervisors and County Administration to explain IT issues in general terms;

Maintains the County's server and network infrastructure, including databases, hardware and software;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of systems design, analysis, programming, hardware maintenance, networking and computer operations in an interactive and real time environment; comprehensive knowledge of the functions, and operations of County departments; ability to establish and maintain effective working relationships with officials, department heads, associates and other key personnel; ability to determine departmental and system-wide needs of an intranet and internet information system and formulate an effective program to meet these needs; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science, network systems engineering or related field and considerable experience in information systems management.

SPECIAL REQUIREMENTS:

None.