



IT Director
Information Technology

Position # : ITD 901
FLSA: Exempt
Grade: 27

JOB SUMMARY

This position directs the county's information technology functions.

MAJOR DUTIES

- Directs the development and management of ongoing and future technology applications, including hardware, networks, and the county's information management system.
- Develops and implements county-wide technology operations and maintenance policies; manages and maintains all county networks.
- Reviews requests for computer information services; monitors the effectiveness of services delivered.
- Performs need and cost analyses; recommends updates or changes to hardware, software, and operating systems.
- Schedules, performs, and coordinates all computer maintenance, repairs, and installations, including software updates.
- Coordinates and monitors contracted computers services.
- Analyzes program and system problems; determines solutions; develops and implements revised programs, work policies and procedures.
- Develops, maintains, and updates computer backup and virus protection systems.
- Develops and monitors a detailed budget on an annual basis.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of application development principles.
- Knowledge of database design and management.
- Knowledge of IT operating systems and software.

- Knowledge of supervisory principles and practices.
- Knowledge of budget management principles.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. Frequent changes to industry standards contribute to the complexity of the position.
- The purpose of this position is to direct the county's information technology functions. Successful performance helps ensure the efficiency and effectiveness of county operations.

CONTACTS

- Contacts are typically with coworkers, vendors, contractors, representatives of other organizations, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts light and heavy objects, and distinguishes between shades of color.
- The work is typically performed in an office, stockroom, or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over IT Systems Administrator (1), IT Technician (1), GIS Coordinator (1), and GIS Technician (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.