



## **Montgomery County**

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*Stephanie Burke, Auditor & Commissioner of Elections*

### **Director of Information Technology**

Montgomery County is seeking a full-time IT Director. The IT Director shall provide hands-on direction and coordination of Montgomery County's Information Technology Department including technology needs assessment, user and software support, server and hardware support, and management of County's LAN/WAN network. The ideal candidate will have experience working in server virtualization, Windows desktop and server operating systems, firewalls, Microsoft SQL, Office 365, and experience in voice over IP phone systems. GIS experience is preferred but not required. The IT Director must be able to work independently with little or no supervision, be reliable, responsible, and dependable in fulfilling obligations.

Ideal candidate should possess a degree in networking, computer science, or a related field, with a minimum of 3 years of related job experience. A+, Network+, MCP, and MCSE certifications are a plus but not required.

Starting salary is \$80,000, pending education and experience, plus excellent benefits.

Complete job description and application form are available at [www.montgomerycountya.gov](http://www.montgomerycountya.gov).

Send completed application form, resume, and cover letter to:

Montgomery County Auditor's Office  
Stephanie Burke, Auditor  
PO Box 469  
105 E Coolbaugh Street  
Red Oak, IA 51566

Deadline for application is until the position is filled. Montgomery County is an equal opportunity employer.

# Montgomery County Job Description

**Title:** Director of Information Technology | Geographic Information Systems

**FLSA:** Exempt

**Reports to:** Board of Supervisors

## **Purpose of Position:**

- **Information Technology (IT)**

The purpose of the IT Director position is to manage the IT Department for all County offices and facilities and to develop a technology roadmap for the future of the Montgomery County IT Department. To develop and maintain the policies and procedures for the computer network and technology systems and PC systems in the courthouse and other county office buildings. Develop and maintain policies and procedures for technology use in the county. This position will be responsible for procurement, installation and management of all computer and technology equipment in the county. The IT Director position will also be responsible for coordinating with the software vendors on installation of new releases and support. Will also be responsible for management and overseeing development of the County website.

- **Geographic Information Systems (GIS)**

The purpose of the GIS Director position is to understand and manipulate digital land based data in an ArcGIS environment such as GPS points, aerial photography, street centerlines, etc. To create custom and standard map products for internal and external use as requested. To monitor and coordinate with a third-party vendor for the County's GIS web site to verify its accuracy and to create and manage users. To receive and process requests for data from internal and external customers. To coordinate with County departments to ensure an organized and consistent County-wide GIS effort. To use ArcGIS tools, wizards and extensions to accomplish project objectives.

## **Essential Duties and Responsibilities:**

- Purchase, install, manage and troubleshoot county personal computers, laptops, mobile devices, printers and other hardware.
- Observe network operations and monitor networks for errors, intrusions and network flow issues.
- Oversee installation of wired and wireless network connections, install all network software, network hardware, responsible for system backups, and system functionality.
- Oversee and manage Voice Over IP phone systems and IP Camera systems.
- Oversee and manage access control systems and panic alarm systems.
- Analyze hardware, personal computers and printer problems and take appropriate corrective action.
- Assist users in a timely manner by responding to questions regarding computer hardware and software.
- Keep accurate records of software inventory, hardware inventory and locations.
- Work with third-party vendors in the installation and update of software and hardware.
- Perform and/or monitor timely installation of software updates and hardware upgrades.
- Provide assistance to users on software currently in use by all county offices.
- Maintain a working knowledge of current internet trends and practices relating to county government.
- Serve as H.I.P.A.A. Security Officer for Montgomery County. Compliance with state and federal regulations and enforce security policies in all departments.
- Management of county's internet connections, anti-virus software, firewalls, security certificates and other security software/appliances.
- Monitor county e-mail accounts and manage county-wide email systems.
- Maintain county website.
- Order and maintain computer equipment and supplies.
- When required, clean computer equipment and peripherals.
- Prepare and manage a yearly budget.
- Oversee and manage maintenance contracts on all county computer equipment including peripherals.
- Prepare request for proposals and coordinate bids for technology equipment when applicable.
- Make recommendations on the selection of technology equipment and software.
- Attend schools and update classes related to computer hardware and software applicable to county use.
- Election IT support.
- Perform maintenance and work with vendors on emergency shared services, equipment, networks, and cruisers shared between the City of Red Oak and Montgomery County.

## **Experience and Qualifications:**

- Experience operating and managing local area networks, AS400, Windows Servers, Windows PC's, various smartphone and mobile devices, IP Phone Systems and IP Camera Systems.
- Experience operating, maintaining, and troubleshooting computer hardware and software.
- Experience in web management practices including knowledge of HTML, CSS, scripting and some graphic design.
- Working knowledge of technology equipment from the following vendors preferred; Extreme Summit Network Switches, Watchguard Appliances, and HP networking.
- Knowledge of VLAN's, Quality of Service (Qos), Routing principles, Network Addressing principles, and other general networking knowledge.
- Knowledge of Microsoft Office products, Office 365 hosted exchange and Microsoft SQL Server.
- Working knowledge of Windows and Linux Operating Systems.
- IT Project Management experience including experience writing a technology RFP.
- Knowledge of GIS principles specifically ArcMap software, tools and wizards.
- Ability to do repairs and cleaning of computers and equipment.
- Ability to perform input and retrieval functions on a computer and to efficiently utilize databases, spreadsheets, and word processing systems.
- Ability to maintain confidentiality of all departmental communications, documents, correspondence and computer databases.
- Self-motivated being able to work on your own, to plan and organize personal work schedule, set priorities, and meet deadlines.
- Ability to maintain a working relationship with all departments, fellow employees, outside agencies, government officials and the public.
- Must be able to travel in the regional area and attend classes and workshops.
- Must be able to pass a background investigation.

**Physical Requirements:**

- Must have a valid driver's license and reliable vehicle, as some travel will be required between county facilities.
- This work is performed in a typical office setting, requiring the ability to sit and/or stand for extended periods. Daily computer use, including viewing computer screens and reading documents required.
- Reaching, walking, kneeling, climbing ladder or stepladder or other movements may be required. Must be physically able to lift and carry office equipment and materials up to 60 lbs. Must be able to use basic hand tools.

**Special Requirements:**

The computer systems in some departments operate on a 24-hour per day, 7 day per week, 365-day per year basis. The IT Director must be available for trouble calls after business hours, especially in order to provide emergency support as needed to the E911 Communications Center. Some IT maintenance and support functions must be completed after normal working hours as to not take critical systems offline during normal business hours.