

Job Opening Announcement

Executive Director

Iowa County Engineers Association Service Bureau (ICEASB)

The ICEASB Board of Directors is now accepting applications for Executive Director.

The ICEA Service Bureau is an intergovernmental, county government based, IT service center that provides Iowa County Engineering Departments with online applications, tools and resources that support their ability to provide rural citizens with quality roads and bridges. A staff of five IT personnel develops, maintains, operates, and supports three major websites: one exclusive for county engineers, a second for use by all transportation agencies in Iowa and a general information site which is open to the public. The Bureau also employs two research staff including the State Planning and Research Engineer (SPR) and the Secondary Roads Research Engineer (SRRE), who manage Iowa secondary roads materials, equipment and methods investigation and implementation.

The Executive Director is responsible to organize, manage, communicate, and facilitate the mission of the Bureau and secure timely, cost effective solutions for county engineering needs. The Director sets budgets, monitors finances, handles personnel matters, and supervises operations. The Director also meets with county engineers, identifies issues needing attention, procures funds, sets priorities, conducts training programs in office and field, and attends ICEA related meetings.

Interested candidates may obtain a detailed job description and learn more about the websites and services by contacting the Bureau. Email: danny.waid@iceasb.org or Phone: 515-244-0779. Applications will be accepted until April 1, 2023. Salary range \$130,000 to \$145,000 with competitive benefits package. EOE.

ICEA Service Bureau

5500 Westown Parkway #190

West Des Moines, IA 50266

Iowa County Engineers Association Service Bureau

Job Description

POSITION TITLE: Executive Director

Reports to: ICEASB Board of Directors

Purpose of Position: This position is responsible for working with the ICEASB Board of Directors, the ICEA Computer Committee, ICEA leadership, ISAC, external partners, and staff to develop and operate Internet delivered IT services to county road departments, and other public transportation agencies, in the State of Iowa. The Director works with all parties to establish a slate of services, secure development thereof, facilitate deployment, and assure training and support. The ultimate goal is to enable County Engineers and staff to more efficiently design, build and maintain rural roads and bridges.

Essential Functions:

1. Establishes, administers, and maintains organizational goals with input from all stakeholders.
2. Hires, reviews, disciplines and terminates employees.
3. Reviews established and proposed on-line services and plans additions, refinements and changes as dictated by an ever changing environment.
4. Secures knowledgeable staff members and assures that they are equipped with the tools, equipment, software and training required to effectively and efficiently produce the needed on-line services.
5. Works with staff to assess, maintain and augment physical and cyber-security of code and data.
6. Supervises, works with and supports the Iowa Secondary Roads Research Engineer.
7. Monitors the health, vitality and reliability of the on-line systems and assures prompt and courteous handling of support requests from users.
8. Prepares budgets, reviews financial reports, handles HR duties, and handles business affairs.
9. Initiates and leads staff meetings; assists with Board meetings, attends ICEA and DOT meetings as needed to fulfill mission and carry out duties. Provides training and updates via web, conference presentations, district training sessions and one-on-one, as needed.
10. Coordinates with business partners, (Iowa DOT, Iowa Local Technology Access Program, Regional Planning Affiliations, Iowa State Association of Counties, and National Association of County Engineers), to promote county road interests, coordinate joint operations, and find new ways to assist county engineers to serve public transportation needs.
11. Updates job knowledge by participating in educational opportunities, staying current on both information technology and engineering developments, and exploring use of new tools.
12. Performs other duties and tasks as directed or as the situation dictates.

Auxiliary Functions

1. Assists in supporting and resolving issues with user login and contact information in Bureau websites.
2. Performs custom database/spreadsheet queries and analyses upon request of Board, County Engineers, DOT and others.
3. Provides telephone support to county, various DOT offices, cities, consultants, planning agencies, FHWA, and other end users.
4. Monitors, supports, and secures resolution of issues with scheduled daily transfers of information between TPMS (Iowa Transportation Program Management System) and the Iowa DOT's PSS (Project Scheduling System).
5. Handles or supervises a number of annual repeating duties wherein data is collected, processed, formatted and delivered to various specified parties – on monthly, quarterly, annual or when needed bases.
6. Attends all ICEA and ISAC conferences, participates in ICEA Exec Board meetings, participates in meetings hosted by others (such as Iowa DOT) to represent county engineer, learn of new requirements, and coordinate with others.
7. From time to time, prepares problem statements and research/funding proposals to secure funding for initial development or renewal of keep applications.

ESSENTIAL KNOWLEDGE, EXPERIENCE, and ABILITIES

1. Knowledge of, familiarity and experience with county engineering, transportation planning, asset management, road and bridge design, bidding and construction practice in Iowa.
2. Knowledge of personal computers, the use of Windows and Android operating systems, and the operation of word processors, spreadsheets, databases, and presentation development software.
3. Ability and experience in the management and supervision of professional staff.
4. Ability to communicate effectively both orally and in writing.
5. Ability to follow a series of oral or written instructions.
6. Ability to establish and maintain effective working relationships with fellow employees, client counties, and the general public.

DESIRABLE AUXILLIARY KNOWLEDGE and EXPERIENCE items

1. Knowledge of ESRI ArcMap GIS software and Autodesk AutoCAD.
2. Knowledge of and experience with spreadsheets and relational database setup, design, and querying.
3. Conceptual knowledge and awareness of Internet connections, LANs, domains, servers, virtualized servers, network administration, network security, updates installation, backup creation and restoration.
4. Conceptual knowledge and awareness of database, programming, versioning, testing, and production tools for web based applications. Examples: SQL, Cold Fusion - .NET – NodeJS, JSON, REST, Redmine, GIT, Google Map, GPS, etc.

5. Knowledge of the Internet, browsers, and data communications. Previous experience with web application development and publishing. Conceptual knowledge of Internet services, TCP/IP protocols, and operating systems.

ESSENTIAL EDUCATION, CERTIFICATION, and LICENSES

1. Must possess valid driver's license at time of hire.
2. Must possess diploma in information technology or be a licensed professional engineer.
3. Prior employment in or work for county government extremely useful.

ESSENTIAL PHYSICAL DEMANDS and TYPICAL WORKING CONDITIONS

1. Must be able to enter and edit data on a personal computer and/or tablets in both office and field settings.
2. Must be able to operate a motor vehicle to travel to various destinations and independently transport, setup, and take down displays and audio-visual equipment.
3. Must be able to occasionally lift and carry objects and materials weighing up to 40 pounds.
4. Work is mostly performed in-office but out of office daytrips and overnight field/training/conference trips are often needed.