WAYNE COUNTY IOWA SEEKING
FULL TIME INFORMATION TECHNOLOGY DIRECTOR

Duties of the IT Director
• Oversee and perform network administration functions including: monitoring network usage and load; plan for capacity increases; oversee installation of data communication systems and cabling; research and evaluate hardware and software; develop and implement security policies; review applications to ensure compatibility with other network programs, systems, and procedures already in place; maintain documentation on equipment, sites, and configuration.
• Develop strategic plan of county information technology initiatives including research, feasibility, infrastructure, budget and survey.
• Act as technology resource/consultant for county departments.
• Advise the Board of Supervisors and County Department Heads on information technology plans, needs and direction.
• Oversee and support personal computer (PC) support functions, including coordination warranty service and overseeing third party maintenance to ensure problems are fixed properly and in a timely fashion; implement and maintain strategic computing hardware maintenance procedures; work with users, and department heads to determine requirements for new or modified software, coordinates installation of hardware and software, implementation of procedure changes.
• Prepare, monitor, and maintain the department’s budget
• May perform other duties as assigned.

Minimum Education and Experience Required to Perform Essential Job Functions
Associate or Bachelor’s degree and a minimum of 2 years related on-the-job experience in computer technology or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Minimum Qualifications- Knowledge, Skills, and Abilities
Technical: Experience operating and managing computer local area networks, servers, and personal computers (PC’s) including DNS, DHCP for workstations and servers. Experience working in virtualization, Windows operating systems, Windows server environment, firewalls and Microsoft SQL and Microsoft 365. Experience in operating, maintaining, and troubleshooting computer hardware and software. Ability to perform input and retrieval functions on a computer such as word processing (i.e. Word), spreadsheets (i.e. Excel); databases (i.e. Access) and presentation software (i.e. PowerPoint). Knowledge of basic computer procedures and principles. Ability to use the internet to extract and record data. Ability to do basics repairs and cleaning of computers and equipment.

Starting Salary $75,000
Must live within 30 minutes of Corydon, Iowa.
Full job description and application may be found on Wayne County Iowa webpage, www.waynecounty.iowa.gov
Wayne County offers an excellent benefit package including health insurance, IPERS retirement plan, and paid time off among other great benefits. Salary, Vacation and Sick Leave may be negotiated based on experience and qualifications.
Please return a signed application and resume to the County Auditor, Michelle Dooley. mdooley@waynecountyia.org or by mailing to PO Box 435, Corydon, IA  50060
Applications will be accepted until August 4th, 2023 @ 4PM.

Wayne County is an Equal Opportunity Employer, in compliance with the American with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
Wayne County
Employer's Job Description

Name:       Department: Data Processing
Position Title: Information Technology Director   Pay Grade: $75,000 Annually
Status: Salary / Exempt                      Reports To: Board of Supervisors

Primary Purpose of Position
The purpose of this position is to oversee, coordinate and manage the Information Tech department in order to optimize the productivity of the County through cost effective implementation of technology.

Essential Duties and Responsibilities
The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Board of Supervisors.

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• Prepare, monitor, and maintain the department’s budget.
• Ability to be available to address problems outside of a normal working day which could include nights as well as weekend and/or holidays.
• Other duties or assignments as directed.

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Minimum Qualifications- Knowledge, Skills, and Abilities
Technical: Experience operating and managing computer local area networks, servers, and personal computers (PC’s) including DNS, DHCP for workstations and servers. Experience working in virtualization, Windows operating systems, Windows server environment, firewalls and Microsoft SQL and Microsoft 365. Experience in operating, maintaining, and troubleshooting computer hardware and software. Ability to perform input and retrieval functions on a computer such as word processing (i.e. Word), spreadsheets (i.e. Excel); databases (i.e. Access) and presentation software (i.e. PowerPoint). Knowledge of basic computer procedures and principles. Ability to use the internet to extract and record data. Ability to do basics repairs and cleaning of computers and equipment.

Mathematical: Basic math such as adding, subtracting, multiplying, and dividing.
**Interpersonal:** Flexibility in adjusting to changing such as circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Work independently with little or no supervision. Be reliable, responsible, and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality.

**Communication:** Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to County Officials, employees, and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.

**Language:** Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists.

**Organizational:** Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking, gathering and analyzing data. Ability to work under pressure and time constraints and deadlines.

**Resource Allocation:** Ability to manage financial resources in determining how money will be spent to get the work done, and accounting for these expenditures. Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials needed.

**Safety:** Understand and practice safe work habits on the job site.

**Licensing/Certification and Other Requirements**
Valid driver’s license and reliable vehicle for work-related travel and activities. Provide proof of insurance.

**Other Requirements:** Keep current with all changes and revisions in federal/state mandated laws and operating regulations. Attend applicable job related training, workshops, and seminars.

**Working Conditions**
Normal office environment. Regularly lifts, carries or otherwise moves and positions objects weighing up to 10-50 pounds. Typically moves about on a regular basis to coordinate.

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**Employee Acknowledge**
The undersigned employee hereby acknowledges receipt of this Job Description and requirements. I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

_________________________    _________________________
Employee’s Signature     Elected official or Department Head Signature

_________________________    _________________________
Date       Date