



IT/GIS Director Job Description

Job Title: IT/GIS Director
Department: IT
FLSA Designation: Exempt
Reports to: Board of Supervisors
HR Approved: *Lisa Seddon* June 2024

Job Summary

This position is responsible for directing the county's information technology operations.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assumes full management responsibility for all Information Technology Department services and activities including systems development, testing, documentation, computer operations, and technical support.

Consults with county departments to effectively partner in the development of their IT/GIS strategic plans; assesses IT/GIS needs within the departments to develop technology recommendations; consults with county departments to plan and implement special programs and plans as needed.

Provides end user cyber education.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvements; directs the implementation of changes.

Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.

Plans, directs, and coordinates the department work plan; meets with staff to identify and resolve problems; evaluates projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.

Develops and maintains robust and resilient backup, disaster recovery, and COOP systems, policies, and plans.

Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within county policy, appropriate service and staffing levels; allocates resources accordingly.

Manages the daily and long-term strategic procurement of telecommunications services, software licensing, technology-related hardware, multifunctional copiers and printers, centralized hosting services and applications; records and tracks maintenance agreements, software licenses, and hardware assets; provides technical leadership to optimize and implement the tools necessary to ensure that all department inventory is documented accurately and in compliance with vendor contracts and agreements.

Able to work varied days, hours, shifts, locations, and emergency call-in hours as needed. Public Safety support will require 24/7/365 on-call.

Performs related duties.

Minimum Education and Experience Required to Perform Essential Functions

Four-year degree in computer science or a related field and five years of IT management experience are preferred.

Certificates, Licenses, Registrations

Valid driver's license

Knowledge Required By the Position

- Knowledge of information services principles and practices
- Knowledge of asset management tracking procedures
- Knowledge of information technology trends
- Knowledge of the principles and practices of budget management
- Knowledge of the principles and practices of public administration
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures
- Skill in management and supervision
- Skill in problem-solving
- Skill in prioritizing and planning
- Skill in interpersonal relations
- Skill in operating computers and job-related software programs
- Skill in oral and written communication

Physical Demands

Work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. Frequently lifts objects of 10 pounds or less; occasionally lifts objects of 50 pounds. Use of tools or equipment requiring a high degree of dexterity.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Signature

Date

Department Head Signature

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.