TAMA COUNTY

JOB DESCRIPTION

INFORMATION TECHNOLOGY DIRECTOR

Job Title: Information Technology Director

Department: Information Technology

Pay Grade: TBD

FLSA Status: Exempt

Reports to: Board of Supervisors

GENERAL SUMMARY:

The purpose of this position is to oversee, coordinate and manage the Information Technology department in order to optimize the productivity of the Conty through cost effective implementation of technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee and perform network administration functions:
   Monitoring network usage and load; plan for capacity increases; oversee installation of data communications 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.
2. Develop strategic plan of county information technology initiatives including research, feasibility, infrastructure, budge, and survey.
3. Act as technology resource/consultant for County departments.
4. Advise the Board of Supervisors and County Department Heads on information technology plans, needs and direction.
5. Oversee and support personal computer (PC) support functions, including coordinating 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 requirement for new or modified software and hardware; coordinates installation of hardware and software, implementation of procedure changes.
6. Prepare, monitor, and maintain the department's budget.
7. May perform other duties as assigned.

MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE 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) including DNS, DHCP for workstations and servers. Experience working in virtualization, Windows operator systems, Windows server environment, firewalls and Microsoft SQL and Exchange Server. 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 basic 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. Important 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.

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. Ability to be available to address problems outside of a normal working day, including nights, weekend, and/or holidays.