

## **Greene County, Iowa**

### **Director of Information Technology**

Greene County is seeking a full-time IT Director. The director shall provide hands-on direction and coordination of the County's Information Technology Department including technology needs, assessment, development and support of in-house or third-party computer applications, and management of the County's LAN/WAN network. The ideal candidate shall have experience working in virtualization, Windows operating systems, Windows server environment, firewalls and Microsoft SQL, and experience in voice over IP phone systems. The IT Director must be able to work independently with little or no supervision, be reliable, responsible, and dependable in fulfilling obligations. The position requires the director to be on call 24/7/365.

Ideal candidate may possess an associate's/bachelor's degree in networking, computer science, or a related field, with a minimum of 2-3 years of related job experience.

Salary is dependent on qualifications, background and experience, plus generous benefit package. Successful applicant must be willing to reside within a 30-minute response time to Greene County, Iowa.

Complete job description and application form are available at the Greene County Auditor's Office, 114 N. Chestnut Street, Jefferson, Iowa 50129 or on the County website at [www.greenecounty.iowa.gov/documents.aspx](http://www.greenecounty.iowa.gov/documents.aspx)

Please send completed application form, resume and cover letter to:

Greene County Auditor  
114 N. Chestnut Street  
Jefferson, Iowa 50129

Deadline for application is September 30, 2025

Greene County is an equal opportunity employer.

## **Position Description**

### *Title: Information Technology (IT) Director*

#### **Purpose of the Position**

The Director shall provide hands-on direction and coordination for the Greene County Courthouse including technology needs assessment, development and support of in-house or third-party computer applications, and management of County's LAN/WAN network. This position will order and install equipment and updates for the network and associated systems. The Director shall be responsible for developing and implementing technology strategies to provide direction and guidance to the Board and departments on technology priorities, long-term technology initiatives and investments, and uses of technology to solve operational needs and problems. The Director will also ensure that all information systems are reliable, cost effective, technologically innovative, secure, and meet the needs of the users.

#### **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.
- Ensure backups of servers run as scheduled and test the Data Disaster Recovery Plan annually.
- Oversee and manage Voice Over IP phone systems and IP Camera systems.
- Oversee and manage access control 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.
- Maintain records of software inventory.
- Keep accurate records of 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 HIPAA Security Officer monitoring 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.
- Ensure Election Cybersecurity Administrative Rules are followed and implement CISA (Cybersecurity and Infrastructure Security Agency) services as applicable.
- Monitor county e-mail accounts and manage county-wide email systems.

- Order and maintain computer equipment and supplies.
- Prepare and manage a yearly budget.
- Prepare request for proposals and coordinate bids for technology equipment when applicable.
- Attend schools and classes related to computer hardware and software used by the county.
- Manage AV equipment including the sound system around the square and the lighting system on the Mahaney Bell Tower.
- Respond to data requests.
- After hours work occasionally required.
- Ambulance Duties: support the desktops pc's & laptops, printers and network.

### **Minimum Qualifications – Knowledge, Skills, and Abilities**

- **Technical:**
  - Demonstrated knowledge and ability to understand various computer technologies.
  - Expertise or knowledge of various common office applications.
  - Basic typing/keyboarding skills.
  - Have an understanding of all current Microsoft desktop and server operating systems.
  - Have an understanding of VMware virtual environments.
  - Have an understanding of TCP/IP networking.
  - Have an aptitude to learn various network technologies and their relationship to proper operations of a network environment.
  - Have an aptitude to learn and understand the various components of desktops, workstations, and servers, including hardware, operating systems, and software applications.
- **Interpersonal:** Flexibility in adjusting to changing 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 in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.
- **Resource Allocation:** Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials needed.