

## **Palo Alto County Director of Information Technology**

Palo Alto County is seeking a full-time IT Director. The director shall provide hands-on direction and coordination of County's Information Technology Department including technology needs assessment, development and support of in-house or third-party computer applications, and management of County's LAN/WAN network. The ideal candidate will have experience working in virtualization, Windows operating systems, Windows server environment, firewalls and Microsoft SQL, and experience in voice over IP phone system. Experience in GIS is also preferred. 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 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 Emmetsburg, IA.

Complete job description and application form are available at the Palo Alto County Auditor's Office, 1010 Broadway, Emmetsburg, IA 50536.

Send completed application form, resume, and cover letter to:

Palo Alto County Courthouse  
Carmen Moser, Auditor  
P.O. Box 95  
1010 Broadway  
Emmetsburg, IA 50536

Deadline for application is until the position is filled.

Palo Alto County is an equal opportunity employer.

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# Director of Information Technology –

## **Palo Alto County – Director of Information Technology**

Palo Alto County is seeking a full-time **Director of Information Technology** to lead the County's technology strategy, cybersecurity posture, and daily IT operations. The Director will oversee all infrastructure, systems, applications, and technology services that support County departments and public-facing operations. As stated in the original posting, *"The position requires the director to be on call 24/7/365."*

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## **Key Responsibilities (Modernized)**

### **Strategic Leadership & Planning**

- Develop and execute a long-term technology roadmap aligned with County goals
- Lead modernization initiatives including cloud adoption, cybersecurity enhancements, and digital service improvements
- Advise County leadership on emerging technologies, risks, and opportunities

### **Cybersecurity & Compliance**

- Implement and maintain a comprehensive cybersecurity program
- Oversee endpoint protection, threat monitoring, vulnerability management, and incident response
- Ensure compliance with state and federal regulations (CJIS, HIPAA where applicable)
- Conduct regular security training for County staff

### **Infrastructure & Systems Management**

- Manage on-premises and cloud-based infrastructure, including virtualization platforms, Windows Server environments, and Active Directory
- Oversee network architecture (LAN/WAN), firewalls, VPNs, and wireless systems
- Maintain high availability and disaster recovery systems
- Administer Microsoft SQL environments and support database-driven applications

### **Application & Service Support**

- Support in-house and third-party applications used across County departments
- Oversee VoIP phone systems and unified communications
- Manage GIS systems and integrations (preferred experience)

- Coordinate vendor relationships and service contracts

## Operational Management

- Lead the IT department's daily operations, including help desk support and project management
  - Develop and maintain IT policies, procedures, and documentation
  - Manage IT budgets, procurement, and asset lifecycle
  - Ensure reliable, responsive service delivery to all County offices
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## Preferred Qualifications

- Prefer an associate's degree or higher in **Information Technology, Networking, Computer Science**, or a related field
  - Minimum **3-5 years of relevant IT experience**, with leadership experience preferred
  - Strong background in virtualization, Windows operating systems, Windows Server, firewalls, Microsoft SQL, and VoIP systems
  - Experience with GIS platforms is preferred
  - Ability to work independently, demonstrate sound judgment, and maintain reliability in critical situations
  - Must reside within **30 minutes of Emmetsburg, IA**, consistent with the original requirement that the applicant *"must be willing to reside within a 30-minute response time to Emmetsburg, IA."*
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## Compensation & Benefits

Salary is based on qualifications, background, and experience. Palo Alto County offers a **competitive salary and comprehensive benefits package**.

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## How to Apply

A complete job description and application form are available at the **Palo Alto County Auditor's Office**, 1010 Broadway, Emmetsburg, IA 50536.

Submit your **application form, resume, and cover letter** to:

**Palo Alto County Courthouse**  
Attn: Carmen Moser, Auditor

P.O. Box 95, 1010 Broadway  
Emmetsburg, IA 50536

Applications will be accepted **until the position is filled.**

**Palo Alto County is an Equal Opportunity Employer.**

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**APPLICATION FOR EMPLOYMENT  
PALO ALTO COUNTY  
PO BOX 95  
EMMETSBURG, IOWA 50536  
PHONE: 712-852-2924  
Email: cmoser@paloaltocounty.iowa.gov**

*An Equal Opportunity Employer*

INSTRUCTIONS: Print in ink or type all answers. Use a separate sheet of paper for additional information or explanation.

**PERSONAL DATA:**

**DATE OF APPLICATION:** \_\_\_\_\_

1. Name: \_\_\_\_\_  
Last First Middle

2. Current Address: \_\_\_\_\_  
Street City State Zip Code

3. Permanent Address: \_\_\_\_\_  
Street City State Zip Code

4. Home No: ( ) \_\_\_\_\_

5. Cell No: ( ) \_\_\_\_\_

7. Email: \_\_\_\_\_

| List Schools/Addresses | No. Years Completed | Diploma or Graduate |
|------------------------|---------------------|---------------------|
| High School            |                     |                     |
| College                |                     |                     |

8. List any computer programs and skills that you might have that would aid in the performance of the position for which you are applying:

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**REFERENCES:** List the name, title and address of three (3) persons with knowledge of your character, experience and abilities. Do not list relatives.

9. \_\_\_\_\_  
(Name) (Title)

(Address) \_\_\_\_\_ (Telephone) \_\_\_\_\_

10. \_\_\_\_\_  
(Name) (Title)

(Address) \_\_\_\_\_ (Telephone) \_\_\_\_\_

11. \_\_\_\_\_  
(Name) (Title)

(Address) \_\_\_\_\_ (Telephone) \_\_\_\_\_

**EMPLOYMENT RECORD:** *Begin with present or most recent employer and continue for the past five years.*

12. Employer \_\_\_\_\_ Description of Duties: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_

13. Employer \_\_\_\_\_ Description of Duties: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_

14. Employer \_\_\_\_\_ Description of Duties: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_

**When is the earliest date you would be available to start work? \_\_\_\_\_**

***Certification of Applicant: READ CAREFULLY***

I HEREBY CERTIFY that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, I will be dismissed from the service, and I will be disqualified from applying in the future for any positions with the County of Palo Alto. I further authorize the County of Palo Alto to make all necessary and appropriate investigations to verify the information contained herein.

DATE: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_