

JOB TITLE: Information Technology Director

IT/1

DEPARTMENT: Information Systems, Rutherford County

JOB SUMMARY: This position is responsible for directing all activities related to information technology and computer functions of the county government.

MAJOR DUTIES:

- o Trains, assigns, supervises, evaluates and disciplines personnel.
- o Identifies and plans technology projects; manages technology projects; develops project teams.
- o Oversees implementation of Strategic Technology Plan.
- o Remains current concerning new information technologies, security issues, communications, and disaster recovery efforts.
- o Serves as IT representative on any technology related task force or management team.
- o Works with county departments to create annual department budgets; compiles and presents technology budgets for departments.
- o Manages and maintains client database for billing and collections.
- o Verifies and submits employee timesheets for payroll; approves and schedules vacation and sick time requests.
- o Evaluates the needs and facilitates the offering of computer training to all employees.
- o Manages maintenance contracts on all hardware and software; gives final approval on all computer hardware and software purchases.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of multiple computer operating systems and programs.
- o Knowledge of the principles and techniques of computerized information management, including system design and analysis, programming tools and languages, hardware, software, and network capabilities.
- o Knowledge of trends and standards of the computer industry, and relevant local, state, and federal regulations.

- o Knowledge of relevant county ordinances and department policies and procedures.
- o Skill in troubleshooting and problem solving.
- o Skill in management and supervision.
- o Skill in operating mainframe, mini-, and micro-computers and utilizing related software programs and cable test equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department and county-wide goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include relevant state and federal laws, county ordinances, department policies and procedures, and established standards in the computer information services field. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and technical duties. Frequently-changing computer technologies and the need to communicate technical information to non-technical personnel contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct the provision of all computer-related services for the county government. Successful performance helps ensure the efficient and effective provision of computer information services to all county departments.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, department heads, other county employees, vendors, consultants, officials from other governments, and other computer professionals.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, negotiate and settle matters, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and a computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Information Technology Analyst (3), and PC Support Technician.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.