

Uintah County

Job Description



Title:	Information Technology Director	Code:	103
Division:	Administration	Effective Date:	3/07
Department:	Information Technology	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	40

GENERAL PURPOSE

Performs a variety of **professional administrative and managerial** duties related to planning, organizing, directing, and controlling the information, telecommunication and data processing operations of the county.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of County Commissioners.

SUPERVISION EXERCISED

Provides general supervision to Senior Network/Database Administrator(s) and Network/Database Administrator(s).

ESSENTIAL FUNCTIONS

Manages the ongoing, day-to-day operations of information technology department; develops, implements and interprets policy, establishes guidelines; develops processes and procedures designed to enhance efficiency and effectiveness of information system and database management; resolves complex issues related to system software, hardware, programming, operations, configurations, etc.; researches industry trends, innovations and technology; designs, determines feasibility with county needs; develops and implements new procedures as necessary.

Develops departmental operating budget recommendations; manages department expenditures to assure compliance with fiscal limitations; monitors purchases of supplies and equipment; processes purchase orders according to established procedures; coordinates countywide acquisition of computer hardware and software.

Monitors employee performance; determines performance standards; assigns special projects and distributes work load; evaluates worker performance and makes recommendations affecting job retention, advancement, discipline and discharge; participates in recruitment and selection activities for staff members; reviews and monitors overall department performance; maintains subordinate work records, submits time sheets to department head, accounts for employee leave accrual and usage.

Directs the planning, analysis, design, development, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice and/or data formats. Participates in needs analysis with unit and program managers and facilitates alternative solutions to mutual problems.

Coordinates with county departments in the development, implementation and testing of information systems and data processing programs and projects; evaluates program performance in relation to system goals and services; evaluates systems, programs, documentation and human interactions output by the department to assure quality and end user satisfaction.

Directs the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities. Oversees the organizations Web site. Oversees the development and maintenance of systems integrity and security.

Coordinates training for departments, divisions, and end users on use of information system equipment and programs; assures procedures and programs are properly documented and understandable.

Oversees and participates in the daily operation, maintenance and management of various system infrastructure features and components including operating systems, network software and hardware, i.e., servers, firewalls, security, application design, WEB/HTML applications, creation software, oracle report development software, Unix/Linux applications, Audix voice system, WLANS, LANs, Virtual networks, etc.

Directs the development and provides for staff training. Provides staff training and assures the technical levels of competency through participation in custom training or professionally supported sponsored programs. Provides for general staff training on IT/IS issues for IT/IS staff and all departments under the direction of the Human Resources Manager.

Conducts confidential investigations of employee computer activity to determine compliance with established policies related to personal use of county computer technology.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from college with a bachelor's degree in computer science, communication technology, electronics, data management or related field;
AND
- B. Six (6) years of responsible experience performing above and related duties; specific experience computer system and software management is preferred;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of data-base management, system design concepts, detailed logical flow charts; computer language, coding and automatic data-processing equipment; computer capabilities; algebra and related mathematics essential to computer programming; information system management concepts; methods and standards for project control; hardware configurations and capabilities; operating system fundamentals; data communication concepts; documentation procedures; server programs (SQL, Unix, Linux), fourth generation programming languages; Microcomputers and Microsoft operating systems; county data bases; interpersonal communication skills; interrelationships of various county departments; data-base management, system design concepts, budgeting techniques, information system management concepts; methods and standards for project control; hardware configurations and capabilities; operating system fundamentals; data communication concepts; documentation procedures; technical writing; accounting; negotiation techniques; principles of organizational design, supervision, and motivation.

Ability to plan and develop logical applications of computer technology to address complex alpha and numeric problems; analyze a variety of problems and arrive at alternative solutions applicable to computerization, communicate effectively, verbally and in writing; develop effective working relationships with elected officials; technicians, vendors, supervisors, and co-workers.

3. Special Qualifications:

Must be MCSE, MCSD (Microsoft), CCNA (Cisco) Certified. May be required to become CISSP, GIAC and CCIE certified. Must be or become Avaya PBX and Audix trained.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking guided and creative problem solving. Occasional travel required in the performance of job duties.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)