

INFORMATION TECHNOLOGY DIRECTOR

CODES/PAY RANGE

Class Code: 1635 EEO Code: A FLSA: E Pay Range: B

MAJOR FUNCTION

Responsible administrative work in directing the planning, development, and operating effort of Information Technology Division.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinates the proper mix of hardware, software, and personnel to install information systems in the County.

Reviews new system projects to insure a County wide integrated information system concept.

Directs strategic planning efforts between the Data Processing and Communications activities to provide for an effective data communications network. Coordinates efforts to insure users needs are met with the appropriate solutions. Coordinates strategic planning for the best use of microcomputers in the County. Coordinates the use of office automation and data communication networks in the County.

Provides support to information system users through hardware/software selections, implementation, and training. Promotes an integrated County wide information system concept.

Provides direction for standardization of software, hardware, and communications network components.

Develops annual budget.

Represents the County when dealing with vendors for hardware, software, and consulting services when appropriate.

Performs related work as required.

(Information Technology Director continued)
KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the existing state of the art including hardware, software, and human resources necessary to provide the required level of service. Knowledge of modern management techniques. Knowledge of effective supervisory practices. Knowledge of modern office methods, practices, and procedures.

Ability to develop and direct a continuous comprehensive data processing program. Ability to present to top management proposed projects and plans clearly and concisely, orally and in writing. Ability to supervise employees engaged in all phases of the division. Ability to establish and maintain effective working relationships with employees, division directors, and the public. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Mathematics, Business Administration, Public Administration or related field, plus five (5) years of progressively responsible administrative experience in data processing.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk, see.

Environmental Demands: Inside work.

Mental Demands: Ability to speak publicly and extemporaneously. Ability to read and comprehend technical manuals, professional journals, and legal documents. Ability to complete general mathematical functions including addition, subtraction, multiplication, and subtraction. Ability to write memos, reports, letters, summaries, etc. Ability to analyze data and develop conclusions. Ability to identify problems and develop resolutions.

Updated 04/98
Revised 10/97
Replaces 10/94