



## JOB DESCRIPTION

### Information Technology Director – Information Technology

Screen

**Job Title:** Information Technology Director

**Department:** Information Technology

**Classification:** Grade 37 (Non-contract)

**FLSA Status:** Exempt

**Position Description:** Officials and Administrators – Under the direction of the County Board, responsible for the development of the Information Technology Department which includes performing, managing and directing the overall operations, budget, capital improvements, procedures, programs, and staff.

**Supervisor's Job Title:**

Direct – County Board

**Total # of full-time equivalents with job title that report directly to this job:** 0

**Total # of full-time equivalents with job title that report indirectly to this job:** 0

#### QUALIFICATIONS:

##### **Minimum Qualifications:**

- Bachelor's Degree or higher (**must attach transcript**) in Computer Science, Computer Information Systems, Information Technology or closely related field 5 years current work experience in information technology with 3 years in a supervisory role (i.e. hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer) OR 9 years equivalent education (**must attach transcript**) and/or current work experience with 3 years in a supervisory role (i.e. hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer).
- Valid driver's license and reliable means of transportation.
- Successful completion of a federal criminal justice background check, contingent upon a job offer.
- M.S. 197.46(d) Veterans Preference Act: The head of a department is not entitled to Veterans Preference Points. The Information Technology Director is a head of a department and Veterans Preference Points will NOT be credited in the hiring of an Information Technology Director.

##### **Knowledge, Skills & Abilities:**

###### **Knowledge:**

- All departments and County-wide policies, protocols and procedures that apply to the performance



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of this position.

- Administrative procedures required to effectively coordinate County interests with the personnel and policies of state and federal regulation.

**Skills:**

- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff.
- Communicate effectively in oral, written, and graphic presentations.

**Abilities:**

- Research, analyze, think critically and solve problems.
- Manage multiple concurrent projects while setting proper user expectations and priorities, and meeting time and budget deadlines.
- Interface between professional technical personnel and non-professional personnel.
- Comply with all rules and policies in order to maintain a safe work environment.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

**Preferred Qualifications:**

- Work experience in administering governmental information technology services (i.e. county, city, state).
- Work experience negotiating contracts for equipment purchases, software applications, and service and maintenance agreements.
- Work experience and/or certifications (**must attach certification**) with Microsoft SQL Server Administration, CISCO, SAN Systems, Microsoft Hyper-V, VMware virtual management, AS/400 client access configuration.
- Work experience developing and administering budgets.
- Work experience in labor management relations (from a management side).

<b>ESSENTIAL DUTIES OF THE POSITION:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY:</b>
<p><b>Program Administration</b></p> <ul style="list-style-type: none"> <li>• Develop and oversee the design, development and implementation of enterprise technology systems and network infrastructure.</li> <li>• Establish, implement and evaluate new and evolving policies, programs and procedures for technology services.</li> <li>• Assist with department management to research and recommend and/or select cost-effective technology solutions to meet the County’s service needs.</li> <li>• Consult with department management and provide innovative solution ideas in</li> </ul>	80%



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<p>the area of technology utilization, introducing appropriate technology-based solutions.</p> <ul style="list-style-type: none"> <li>• Administer and advise security measures to restrict unauthorized use of servers, systems, networks and applications.</li> <li>• Perform and/or assist with user training to provide productivity and effective utilization of technology.</li> <li>• Negotiate contracts for equipment purchases, software applications, and service and maintenance agreements to maximize cost-effectiveness, quality and service.</li> <li>• Serve as the Technology Committee Chair.</li> </ul>	
<p><b>Administration</b></p> <p><b>Supervisory</b></p> <ul style="list-style-type: none"> <li>• Responsible for: hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of the work, adjust grievance(s) as provided by the collective bargaining agreement(s), complete performance review(s).</li> <li>• Plan, coordinate, and supervise the activities and performance of staff including work assignments and reviews, instructions, training, and assistance.</li> <li>• Lead staff in developing and implementing a Department mission and service delivery plan in alignment with the County mission and budget.</li> <li>• Serve as the data practices officer for the Information Technology Department and responsible for data retention requirements.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Develop and administer the departmental budget, including capital expenditure budget, forecasting the budget 5 years in advance.</li> <li>• Approve invoices, bills, and payroll.</li> </ul>	20%
Regular attendance on the job.	
Perform other duties as delegated.	

**PHYSICAL REQUIREMENTS:** To view the Functional Job Analysis for this job, [click here](#).

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

**CLASSIFICATION HISTORY:**

Position prepared by Hubbard County  
Date last Reviewed: (01/2018)