

POSITION DESCRIPTION

Class Title: Director, Information Technology

Department: Information Technology (IT)

Employee Name:

Salary Range: \$80,000 - \$132,800

Location: Washington County

FLSA Status: Exempt

Job Code Number:

DOT Code:

Employee ID:

Reports To: Commissioners' Court (CCt)

Prepared By: IT Committee & HR

Approved By: Commissioners' Court

CCt Approval Date: June 18, 2019

JOB SUMMARY

Oversees, establishes, and directs all activities within the Information Technology department. Administers the strategic and operational IT infrastructure to support the organization's business objectives, goals, and daily operational activities. The Director will work closely with elected officials, offices, and departments to identify, recommend, develop, implement, and support cost-effective technology solutions within the organization. Establishes and implements enterprise-level technology standards and processes. Approves, plans and budgets for all assets within the department and/or county, as applicable. Designs, deploys and supports IT solutions which are intended to improve communication, increase collaboration, reduce operating costs, and enhance efficiencies.

SUPERVISION RECEIVED

The Information Technology Director is hired by and reports to the Commissioner's Court.

SUPERVISION EXERCISED

Director manages through subordinate staff. This classification may require a flexible work schedule to meet the needs of the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management, and coordination in planning, organizing, implementing, and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines, and enterprise goals and objectives.
- Manages the deployment, monitoring, maintenance and support of all IT systems, including but not limited to servers, personal computers (PC), operating systems, hardware, software, Computer Aided Dispatch (CAD), Virtual Private Network (VPN), laptops, Mobile Data Terminals (MDT's), printers, scanners and any other peripherals.
- Communicates IT plans, policies, and technology trends throughout the organization, including management groups and professional staff.
- Oversees and directs through subordinate staff, including training, performance evaluation, disciplinary actions, and directs activities to be consistent with goals and objectives.
- Develops and maintains an appropriate organization structure capable of supporting the information needs of operating entities through proper and cost-effective information technology.

- Develops, recommends, and oversees the implementation of strategic plans to accomplish goals and objectives and improve the effectiveness and efficiency of organizations services.
- Prepares and administers the annual department budget. Monitors budget expenditures to ensure consistency and accuracy within available funds.
- Negotiates IT service level agreements with user organizations and monitors IT systems performance to assure service levels are met. Researches and evaluates alternatives for the enhancement or re-engineering of IT.
- Develops and enforces policy and procedures to ensure the protection of enterprise IT assets and the integrity, security, and privacy of information entrusted to or maintained by the county.
- Responsible for the recruitment, development, motivation, and retention of assigned management staff conforming to budgetary objectives and personnel policies.
- Performs other job-related duties as assigned.

PERIPHERAL DUTIES

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

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Computer Engineering, Computer Science, Management of Information Systems, Business Administration, or a related field
- Five (5) years of progressive experience in managing functions and departments dealing with information handling and systems. Experience should also include substantial exposure to in-house and shared or outsourced systems, multiple hardware platforms, and integrated information and communication systems.

OR

- Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to perform the duties and responsibilities of this job successfully.

PREFERRED EXPERIENCE:

- Ten (10) or more years of direct management of a significant IT operation, software systems design and development, and network management.
- MS in Computer Engineering, Computer Science, MIS, or related field.
- Certified Government Chief Information Officer, Master of Information Technology Project Management, Certified Information Systems Security Professional (CISSP).

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be self-motivated, and capable of administering all job responsibilities with minimal oversight.
- Ability to communicate effectively in person, by phone, in writing and electronically, to interact in a courteous, respectful and effective manner with the general public, elected and appointed officials of the County and Cities, other organizations, and other County personnel.
- Excellent project management skills and/or substantial exposure to project-based work structures.

- Must have strong technical knowledge of network, PC operating systems, network hardware, software, protocols, and standards.

PHYSICAL REQUIREMENTS

- Ability to lift/carry 35-40 lbs occasionally.
- Visual acuity, speech, hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment.
- Subject to standing, sitting, walking, climbing, and typing. Bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, repetitive motion, and squatting could seldom be required to perform unrealized functions.

WORKING CONDITIONS

- Work mostly in indoor environments; but may be exposed to outdoor environments, including inclement weather (heat, cold, and wet).
- Work outside of the regular office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements.
- This position requires availability to address IT-related emergencies during non-standard work week hours, including holidays and weekends.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

- A formal Washington County application (resumes alone are not sufficient) must be received before the position closes. Positions are open until filled, subject to close at any time after five business days. The Human Resources Department is located at the Washington County Courthouse Annex, 105 W. Main Street, Suite 101, Brenham, Texas 77833.
- Washington County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation to apply for a position, please request assistance from the Human Resources Department. As appropriate and under policy final selection recommendation will be made to the Washington County Commissioners' Court by the selection committee or hiring authority. Formal appointment approval by the Washington County Commissioners' Court may be required as established in policy.
- Analysis of education, experience, appropriate testing, and interviews may be necessary. Interview(s), background check, physical agility, drug screening, and pre-employment medical examination may be required as appropriate or under the policy.
- Employment is contingent on passing post-offer, pre-employment, reasonable suspicion and/or periodic drug, criminal background investigations, and motor vehicle record reports as appropriate under the policy.
- This job description does not constitute an employment agreement between the employer (Washington County) and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment relationship, and under no circumstances is this a contract for employment.

Signature of employee: _____