



IT Director

Exempt

JOB SUMMARY

- The Director of Information Technology will manage and direct the county's information technology (IT) operations, ensuring the department provides efficient and effective technical support service.

ESSENTIAL JOB FUNCTIONS

- Manage, train, and supervise IT staff.
- Schedules, organizes, and assigns projects to members of the IT team.
- Leads development and implementation processes for the organization's IT systems and department.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Oversees security of systems, networks, and enterprise information.
- Support 24/7/365 Sheriff operations including coordinating PSAP911.
- IT support for elections operations.
- Facilitates IT security audits or investigations.
- Coordinating with other departments to determine and address their IT needs and requirements.
- Develops and maintains relationships with external IT vendors and service providers.
- Coordinates multisite IT systems via enterprise resource planning (ERP).
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in computer science required: master's degree or MBA preferred
- 8 years of experience working in IT.
- 3 years of experience overseeing IT operations.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.

- Proficient in networking, cyber security, or any other skill set required.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Through understanding of IT and practical applications to support the company's goals.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to prepare clear and concise reports
- Ability to communicate clearly and concisely complex issues with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.