Title: Information Technology Director

FLSA Status: Exempt

Department: Information Technology

Updated: 11/2022

General Definition of Work

Performs complex work planning, directing, and managing the information systems for the County. Sets policies and goals, and works with all departments to ensure the information and data processing needs of the County are met efficiently and effectively.   Work is performed under the administrative direction of the County Administrator.

Supervision is exercised over all department personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Creates and maintains highly professional, customer-oriented, innovative and future focused IT capabilities in the County, including the areas of operations, enterprise applications, information security and project management; ensures provision of secure and stable IT services in a cost-effective manner to support business outcomes through effective risk management strategies; ensures physical and logical security of all county computing assets, including data.

- Advises County Staff on Strategic Information Technology Issues. Functions as primary information technology resource for County management and the County Board; provides internal consulting to departments; provides recommendations regarding departmental technology requests; communicates technical subject matter in non-technical terminology.

- Directs the development and implementation of County-wide Information Technology policies, procedures, and standards; develops and implements hardware and software purchasing policies; develops and implements security, disaster recovery, data privacy, imaging, GIS, and other policies and programs; provides clarification of County policies and standards to County staff and outside parties; handles or coordinates handling of high-level or sensitive policy compliance issues.

- Provides direct supervision, motivates, and disciplines staff; conducts performance evaluations. Plans staff training and development; provides technical backup; makes work assignment adjustments and delegates work; manages personnel in accordance with labor contracts and personnel rules; leads staff in aligning their work with the core values of the County.

- Recruits, manages, and develops staff by establishing goals and objectives, providing effective feedback and development opportunities, ensuring employees receive proper on-the-job training, and performance management.

- Confers with and advises subordinates on administrative policies and procedures, technical problems, and service priorities.

- Provides organizational leadership in formation of systems/technology through consultation, partnership and customer service to other departments.

- Manages the data and telecommunication infrastructure for new and existing facilities County-wide.
- Advises and works with County departments to formulate and ensure County-side policy concerning the application and use of information processing systems is followed; serves as project manager, performs feasibility studies and cost-benefit analyses.
- Develops bid specifications and RFB documents on major projects.
- Manages the bidding process to assure compliance with state bidding laws.
- Prepares and negotiates vendor contracts, approves contracts, and presents major contracts to the County Board for approval; manages outside vendors, contractors, and consultants.
- Ensures all contractual obligations are met and approves vendor payments; implements and Interprets Applicable Laws and Regulations.
- Establishes departmental procedures necessary to assure compliance with changes in local, state and federal laws and regulations.
- Ensures County staff compliance with state and federal security regulations, and local agency security officer for law enforcement data.
- Creates budgets and allocates resources; projects and prioritizes upcoming information technology projects.
- Creates multi-year operation and annual capital budgets; assess existing and anticipated service, equipment and staffing needs; approves, monitors and tracks expenditures; prepares and presents reports.

Knowledge, Skills and Abilities

Comprehensive knowledge of computer operations, systems and programming; general knowledge of system and Technology requirements; comprehensive knowledge of IT and information security policies, government data practices statutes and training manuals software; ability to program and operate microcomputers and personal computers; ability to compute rates, ratios and percentages; ability to communicate effectively both in oral and written formats; ability to establish and maintain effective working relationships with County administration, staff, third party agencies and the general public.

Minimum Qualifications

Education and experience equivalent to a four year degree in computer science, management information systems, or closely related field and a minimum of five years of progressive, technology related experience in a technical supervisory capacity.

Special Qualifications

Power limited licenses or obtain within one year.

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always sit but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Occasional
Up to 100	Occasional
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be 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.