

JOB DESCRIPTION

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
400 S. Johnstone Ave., Rm. 201
Bartlesville, OK 74003**

Job Title	Director of Information Technology	Number/Grade /FLSA
Division	Information Technology PC-Network Support and Administration	
Reports to	Board of County Commissioners	Date approved

GENERAL SUMMARY (What is done and why)

The Director of Information Technology shall provide leadership and management to the Information Technology Department in its charge to provide, operate, and maintain computing and telecommunication facilities, equipment, and services that meet the needs of the County Offices. The director of ITD is responsible for all aspects of information technology management and control, including supervision of information technology employees; budget preparation and management; recommendations for technical acquisitions; and development of guidelines, standards and procedures. The director is charged with strategic planning, tactical action, and operational decision-making to fulfill the mission of the IT department. The Director must possess initiative and drive, have broad relevant technical knowledge with good management expertise and have excellent written and verbal communication skills

PRINCIPAL DUTIES & RESPONSIBILITIES (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary.)

JOB RESPONSIBILITIES:

- Departmental Management
- Provide leadership, vision, and management to the IT department
- Oversee the revision of the IT Strategic Plan on an annual basis ensuring its coherence with the overall county strategic plan
- Work with administration, and staff to assess and respond to IT needs
- Hold regular computer committee meetings to review strategic goals and initiatives, and provide growth paths for staff
- Supervise the ongoing operations of the IT helpdesk providing quality and timely support to employees concerning hardware and software needs
- Provide day-to-day supervision, conduct performance appraisals, and delegate work assignments for IT personnel
- Assist in recruiting, hiring, and providing appropriate training for IT support staff
- Administer the department budget
- Serve on planning and policy-making committees. Hardware and Systems Software
- Establish infrastructure to support and guide divisions and departments in computing and information technology efforts
- Identify emerging information technologies to be assimilated, integrated, and introduced within the infrastructure
- Ensure that Washington County Offices stay current in with respect to IT infrastructure & services

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- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Assess new computing technologies and the feasibility of system enhancements to determine potential value for the Washington County
- Supervise the ordering, acquisition, inventorying, and disposition of hardware and software
- Serve as primary contact with outside vendors in the generation of RFPs, bids, contracts, agreements, and other major vendor interactions Systems Operations and Maintenance
- Maintain the integrity and continual operation of the Washington County network including the inter- and intra-building wiring
- Ensure the continual functioning of mission critical operations
- Maintain security and privacy of the information systems, communication lines, and equipment.
- Develop, review, and certify all back-up and disaster recovery procedures and plans
- Oversee IT related aspects of all Washington County construction and renovation projects

KNOWLEDGE, SKILLS & ABILITIES (Minimum education, experience, technical and communication skill levels and licenses/certifications normally required to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- A minimum of a high school education or equivalent is required with a preference given to a post secondary diploma or degree. Strong interpersonal skills. Professional image, positive attitude and exceptional work ethic.
- Documented working experience with Microsoft Windows Environments, including MS-SQL 2000/2008 and Microsoft Exchange 2003, Internet Information Server and other applications associated with higher education. Experience with Microsoft windows configuration, installation, maintenance, support and troubleshooting of TCP/IP networks supporting VoIP telephony, microcomputers and other systems; system development, complex project management, knowledge of Nortel network hardware, client/server technology, Internet/intranets.
- Strong analytical and logical problem solving skills
- Strong interpersonal communication and relational skills, good organizational and project management skills; sound judgment; initiative; flexibility; detail-oriented

PHYSICAL DEMANDS (The physical effort generally associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

This exempt position will be a 40-hour work week. Depending on the activities and needs, flexible scheduling is vital in this position. Work involves standing and walking for periods of time. Inspections will require bending, stooping, climbing on equipment and working on uneven surfaces. Work may include occasional pushing, pulling carrying objects weighing up to 50 pounds such as files, documents and media equipment for training.

WORKING RELATIONSHIPS/QUALIFICATIONS (Others with which position has contact.)

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As Director of the county's IT team, extensive contact with employees, Elected Officials, and vendors to gather, clarify and provide information and guidance is vital. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. The successful candidate must possess a user centered attitude and a desire to work in a team oriented environment that serves a diverse environment.

Work days are Monday through Friday, 8 AM to 5 PM, but must be available to respond to after hour and weekend calls.

A pre-employment alcohol and drug test is mandatory