

Communicates regularly with County Commissioners and Council on the status of County Information Technology.

Provides testimony in legal proceedings/court.

Attends seminars, conferences, and/or other meetings as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS

Baccalaureate degree in Computer Information systems with demonstrated business management skills or minimum of ten (10) years proven experience and training in all facets of information technology in a public government or similar setting.

Ability to meet all hiring requirements, including passage of a drug test and background check.

Advanced level of expertise/training with Microsoft Products and related software and hardware programs used by the department.

Thorough knowledge of information and technology systems and operations, related system features and integration capabilities, and ability to apply such knowledge to a variety of interrelated tasks.

Working knowledge of network, telecommunication, software, and computer equipment and ability to develop new technology designs, install, and evaluate performance.

Working knowledge of budget practices and principles and ability to make arithmetic calculations and to develop and administer annual budget.

Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare related reports.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring/firing decisions, provide training and corrective instruction, maintaining discipline, and making work assignments.

Ability to oversee department operations, ensuring Department personnel receive proper training and equipment in order to complete assigned tasks, and maintaining a safe and productive work environment.

Ability to properly operate standard office equipment, such as computer, keyboard, calculator, fax machine, copier and telephone.

Ability to effectively communicate orally and in writing with co-workers, other county departments, elected officials/department heads, state agencies, vendors, contractors, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to occasionally work extended, weekend, and evening hours as needed.

Ability to serve on call 24/7 on rotational basis to respond swiftly and rationally to emergencies.

Ability to provide testimony in legal proceedings/court.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope, making decisions relating to the management of County's technical services and operations. Independent judgment is required in analyzing challenges, defining opportunities and recommending, planning, implementing, and maintaining information and technology system solutions. Incumbent is governed by precedent or specific policies, requiring judgment to adapt to diverse and highly variable situational requirements.

III. RESPONSIBILITY:

Incumbent is guided through personal and county departmental initiatives, with technical guidance or project advice sought when necessary. Incumbent's decisions and work has a substantial County-wide impact on government information and technology services and operations, with decisions and work product reviewed and approved by the Commissioners for compliance with goals of the Department and attainment of objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, elected officials/department heads, state agencies, vendors, contractors, and the public for purposes of exchanging and explaining information, and supervising staff.

Incumbent reports directly to the County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing 25-50 pounds, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent services on call 24/7 on rotational basis to respond swiftly and rationally to emergencies, and occasionally works extended, weekend and evening hours as needed.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Information Technology Director for the Steuben County Information Technical Services Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements outlined?

Yes ___ No ___

Applicant/Employee signature

Date

Type or Print name