

BLACK HAWK COUNTY
JOB DESCRIPTION
INFORMATION TECHNOLOGY DIRECTOR

Class Code: 09-22-151
Job Title: Information Technology Director
Department: Information Technology
Salary Level: Pay Grade 600
FLSA Status: Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under administrative direction, manages information technology/data processing organization involving systems analysis, programming, machine operation and related functions, including providing data processing consultation and services to a variety of users; i.e. local area and wide area networks.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Prepares and administers the budget for the department.
- Participates with top management in the development of short-range and long-range management information service planning.
- Develops and directs the implementation of operating policies and procedures.
- Coordinates the administrative aspects of the agency's data processing functions and Geographic Information Systems (GIS).
- Manage a major informational technology organization with responsibility for general administration and supervision, direction of bid specification development and review.
- Coordinates with users to determine the manner in which information technology can best meet the systems and information needs of management.
- Supervise initial and continuing systems analysis and related studies required to adapt informational technology to the activities of the agencies involved.
- Evaluates effectiveness of present operations.
- Recommends new users for data processing equipment and/or abandonment of less productive present users.
- Directs the coordination of work flow within the information technology installation.
- Establishes production controls.
- Confer with supervisory and administrative personnel in other units on matters pertaining to work scheduling and the effectiveness of informational technology operations.
- Supervises Information Technology staff including interviewing, hiring, training, appraising performance, planning, assigning and directing work, rewarding and disciplining, addressing complaints and resolving problems while keeping in accordance with County policies, collective bargaining agreements and applicable laws.
- Other duties as assigned

SUPERVISION RECEIVED:

- Supervision is received from the Board of Supervisors.

SUPERVISION EXERCISED:

- Functional and administrative supervision is exercised over Information Technology staff.

QUALIFICATIONS:

- Bachelor's Degree (B.A.) from four-year college or university in computer science or related field;
- 2 years related experience in a management field;
- Or equivalent combination of education and experience.
- Knowledge of Accounting software, Contact Management Systems, Database software, Design software, Development software, Human Resources systems, Internet software, Inventory software, Local Government Software Order Processing systems, Payroll systems, Project Management software, Spreadsheet Software and Word Processing software.
- Knowledge of the techniques of office automation hardware capabilities and operating system software.
- Must be capable of the following abilities:
 - Read, analyze, and interprets common scientific and technical journals, financial reports, and legal documents.
 - Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
 - Write speeches and articles for publication that conform to prescribed style and format.
 - Effectively present information to top management, public groups, and/or board of supervisors.
 - Work with mathematical concepts such as probability and statistical inference.
 - Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - Define problems, collect data, establish facts, and draw valid conclusions.
 - Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must have a valid Iowa Driver's License and be insurable under the County's guidelines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS.

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements