



JOB DESCRIPTION

JOB TITLE:	Information Technology Director	FLSA: Exempt
DEPARTMENT:	Information Technology	GRADE: D2
REPORTS TO:	Comptroller	STATUS: At-Will

SUMMARY OF JOB PURPOSE:

Responsible for planning, organizing and directing all activities and staff related to the County's technology services functions which includes network connectivity and information technology infrastructure.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Strategically plan and implement changes in IT infrastructure to meet the needs of County; identifies and implements new technologies; collaborates with management and departments to identify and provide solutions for their environments.
- Manages network infrastructure; designs and constructs connectivity to new locations; maintains and upgrades systems and equipment; troubleshoots and resolves issues.
- Manages data and server backup infrastructure and software for disaster recovery purposes.
- Manages network security, virtual management environment, email and spam system, and VOIP system.
- Manages and coordinates information technology projects through design, procurement, and implementation phases; researches and selects appropriate hardware and software for County's operational needs.
- Coordinates efforts and manages contracts with outside entities and vendors.
- Stays current on advancements in technology; identifies and assesses opportunities to improve services for the benefit of internal users and the public.
- Performs IT professional and technical duties as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



INFORMATION TECHNOLOGY DIRECTOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in information technology, or a closely related field; AND five (5) years of information technology operations experience at a management level; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Systems development methodologies and their application in a public agency setting.
- Operational characteristics, capabilities and limitations of various hardware, software and network equipment and systems.
- Backup and disaster recovery methodologies, strategies and software.
- Voice/data network and transmission technology.
- Administrative principles and practices, including goal setting, program development, project management, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Applicable laws, codes and regulations.
- Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.
- Principles and practices of budget development and administration.

Skill in:

- Supervising programs, projects and staff.
- Training others in policies and procedures related to the work and providing for their professional development.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive information systems and technology management program.
- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting specifications and contracts.
- Troubleshooting hardware and software.

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INFORMATION TECHNOLOGY DIRECTOR

Skill in: (continued)

- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

EMPLOYMENT STATUS:

This is an at-will position. Either the employee or Lyon County may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. This job description does not constitute a contract of employment.

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