



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Director, Information Technology _____	<b>NEW:</b> X _____	<b>REVISED:</b> _____
<small>(Please check one)</small>		
<b>REPORTS TO:</b> County Commission _____	<b>FLSA:</b> Exempt _____	<b>DATE:</b> 10/11
<b>DEPARTMENT:</b> Information Technology _____	<b>JOB CODE:</b> 100	

### DEFINITIONS:

With general direction, plans, organizes and directs all computers and computer services six County locations, providing networks, personal computers, AS/400 access, programming support, software support, technical support, and ensures the availability and security of these services.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Consults with elected officials & department heads to determine information requirements for the county to determine the scope & priorities of new projects and to discuss system capacity & equipment acquisitions; reviews long-range plans and establishes priorities for the data processing needs for the County.

Reviews and approves the purchases and installation of all computer hardware; works with departments to identify and define standards for all computer hardware and software; negotiates with vendors for major computer equipment, software and services.

Works with staff in GIS, Information Technology and Mail Services to facilitate progress towards completion of established objectives and daily business conduct.

Administers payroll, budgeting, personnel administration, strategic planning, research, contract administration and negotiation, project administration, vendor relations, public interaction, and conflict resolution.

Administers the creating and maintaining of the County-wide GIS database consisting of digital base maps of all parcels of land within the County. Administers the GIS County, which provides the web server design, programming and maintenance, and quality control for all GIS data and other central service functions for GIS.

Responsible for Mail Services which provides for the delivery of US mail and interoffice mail to all offices in all County facilities, as well as processing services for all outbound mail.

**KNOWLEDGE AND SKILL:**

1. Comprehensive knowledge of the principles and practices of computer science.
2. Comprehensive knowledge of systems design, programming, operations, network topology and design.
3. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to computer systems and security.
4. Comprehensive knowledge of Boone County Human Resources policies.
5. Skill in planning, organizing, budgeting and managing projects and staff.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
7. Skill in hiring, training managing and evaluating staff.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in computer science or a related field and five years computer systems and management experience preferably in the government setting.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)