



IT DIRECTOR & CIO JOB DESCRIPTION

Job Title: **IT Director**

Job Code: **IS100**

Pay Grade: **134**

Effective Date: **October 2007**

FLSA: **Exempt**

Revision Date: **April 2016**

NATURE OF WORK

Under limited supervision, acts as Chief Information Officer (CIO) to manage the County's Information Technology Services (IT) systems and infrastructure and provide stable, secure and reliable technical support services to County staff and citizens; evaluates IT system capabilities and recommends system management and expansion strategies; manages the planning and implementation of technology projects; and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs the Information Technology Services (IT) Department through effective planning, staff management, resource allocation, and sound fiscal practices; assures the effective coordination of IT systems and strategies required to meet County's goals and objectives.
- As Chief Information Officer, serves as primary advisor to County on IT systems and services; provides leadership, direction and guidance in systems development, technical strategies and priorities; recommends methods and strategies to improve overall management, development and deployment of computer and communications technology.
- Develops and implements IT strategies to meet County strategic plans and objectives; reviews and approves complex solutions for integrated technology and communications systems; assures compatibility and performance of County IT systems.
- Hires, trains, supervises, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedures.
- Hires and administers labor issues concerning all divisions within the County's Central Services Department including labor negotiations, employee discipline, and terminations.
- Reviews technology strategies and determines resource requirements and program goals and deliverables; develops strategic plans and tactical goals for the Department; determines scope and priorities of projects; designs an IT infrastructure to support present and future operational needs.
- Directs IT departmental operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; identifies and monitors goals and objectives, and tracks and reports milestone achievements.
- Manages Department performance, productivity, and the continuous improvement of the work products; analyzes and resolves technical problems, and develops plans for improved management of IT resources.
- Monitors and reviews regional and national IT trends, and recommends operational improvements; interprets user concerns, defines desired results, develops solutions, and recommends direction of new technology strategies.
- Develops solutions to address coordination of technologies; coordinates IT development activities with other departments, offices, and local agencies.

- Develops and manages the department's budget; maintains current and accurate financial and resource information; prepares and presents reports on Department operations.
- Manages departmental staff; develops goals and priorities, assigns tasks and projects, and evaluates performance; develops staff skills and training plans and coordinates cross-training of technical staff.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Information Technology, Information Systems, Business Administration, or a closely related field; AND five (5) year's experience managing information services operations.

Valid Washington State Driver's License is required. Microsoft and Cisco professional certifications are preferred.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- County policies and procedures.
- Techniques for efficient and cost effective management of technology resources.
- Principles and practices of technology management, system development and systems integration in a government environment.
- Principles and practices of network administration, access and security guidelines, troubleshooting techniques and internet technical knowledgebase services.
- Administration and maintenance principles of network operating domains, relational databases, and windows-based software applications.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, strategic planning and effective employee supervision.
- Supervisory principles, practices, and methods.
- Principles and practices of legal, ethical and professional rules of conduct.
- Project planning and management principles

Skills in:

- Analyzing IT issues, evaluating alternatives, and making logical recommendations based on findings.
- Analyzing needs of County departments and prioritizing solutions to meet their needs.
- Analyzing equipment and system malfunctions and developing effective solutions.
- Solving technical problems involving integrated operating systems and hardware platforms.
- Identifying current and potential IT problems, and developing technical corrections and strategies to maximize the effectiveness of the systems.
- Directing technology planning initiatives and coordinating the implementation of technology projects.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.