

**LAKE COUNTY HUMAN RESOURCES
LAKE COUNTY COURTHOUSE
601 THIRD AVENUE
TWO HARBORS, MN 55616 (218) 834-8394**

September 4, 2020

EMPLOYMENT NOTICE

POSITION: INFORMATION TECHNOLOGY DIRECTOR

The current vacancy is a full-time Department Head position in the Information Technology Department.

SALARY: \$33.92 - \$45.79 per hour

CLOSING DATE: Open until filled; initial review September 22, 2020

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Information Technology or related field; 6 years related experience; or an equivalent combination of education and experience.

RESPONSIBILITIES:

At-will, salaried, Department Head position that serves under the administrative direction of the Lake County Administrator. Responsible for managing and directing staff and project work of the department; overseeing maintenance and development of systems, programs, and infrastructure. Responsibilities may include managing staff and assigning work; evaluating existing technology to ensure ongoing usability; developing future goals for technology use; designing information systems to meet needs; managing application development and data integration; managing vendor relationships and negotiating contracts; developing and implementing program strategies; managing department budget; assisting other County departments with technology needs; and overseeing troubleshooting, maintenance, and repair of County infrastructure, databases, and systems.

WORK TEST PERIOD:

Appointee to the position is an at-will employee subject to the terms of the County Board Resolution #14112503 covering non-represented employees. This is an FLSA exempt position.

BACKGROUND CHECK:

Applicants selected for appointment must pass a criminal background check.

DRUG TESTING:

Applicants selected for appointment must take and pass a drug test.

PHYSICAL-MEDICAL STANDARDS:

Applicants must meet essential physical requirements of the position.

EMPLOYMENT ELIGIBILITY VERIFICATION:

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

APPLICATION INFORMATION:

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 601 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or (218) 834-8323; or website: www.co.lake.mn.us.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

NON-DISCRIMINATION:

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex, age, color, national origin, religion, disability, sexual orientation, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.