Lake County
Information Technology Director

BAND	GRADE	SUBGRADE	FLSA STATUS
D	6	1	Exempt

NATURE OF WORK
The fourth level of the Information Technology Series is 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.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)	FREQUENCY	BAND/ GRADE
1. Directs IT Department staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 25%	D6
2. Develops department policies, procedures, operations, and projects; reviews IT projects; develops staffing plans; selects external vendors for particular projects; and performs related duties.	Daily 10%	D6
3. Establishes and manages budgets for the IT department; manages County IT purchasing, invoicing and budgeting.	Daily 15%	C4
4. Develops the annual IT Strategic Plan; provides technical direction in designing, planning, and managing information technologies which includes: database administration, website development, and systems administration; oversees large IT projects; and analyzes various operating procedures to determine methods to capture, report, and process information.	Daily 20%	D6
5. Plans, programs, and schedules the allocation of professional and technical personnel on assigned projects and programs to optimize the utilization of staff resources and to maintain maximum effectiveness and efficiency; reviews departmental operations to determine the efficiency and effectiveness of services and/or programs.	Daily 20%	D6

6.	Represents the department or the County to the public, other agencies, or regional committees, which include: conducting public meetings, making presentations, and responding to requests for information; attends, chairs, and conducts a variety of meetings; serves on committees as requested; represents the Department and makes oral presentations at meetings, inter-agency meetings, conferences and other events.	Occasionally 5%	C4
7.	Identifies and resolves problems in assigned department; ensures consistent application of rules and regulations.	Daily 5%	D6
8.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITES MIGHT INCLUDE:
The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS
Incumbents apply professional experience and judgment to ensure effective, accurate, and legally compliant actions and operations. Decisions made at this level require the development of solutions to support the goals outlined at higher levels regarding the County's ongoing goals and objectives. Incumbents in this class are responsible for the outcome and performance of generally defined programs and functional objectives, and have responsibility for the oversight of people (staff) and resources (budget), which includes leading the work of lower level professional, specialized, technical and/or clerical staff. Some incumbents may provide oversight for lower-level supervisors that control the work of standardized and routine functions.

DIRECTION RECEIVED
Incumbents work under general direction, are provided with general goals and objectives, develop and coordinate the assigned department or projects.

DIRECTION PROVIDED
Incumbents assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; instruct others in work methods and procedures; and verify the work of others.

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

LICENSING REQUIREMENTS
Incumbents in this class typically require: • None.

KNOWLEDGE REQUIREMENTS

- Managerial principles;
- Strategy development principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Program development and administration principles and practices;
- Project management principles;
- Budget administration principles;
- Systems analysis and design principles;
- Network structures;
- Database systems;
- Applicable programming languages;
- Process improvement principles;
- Customer service principles;
- Training principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Monitoring and evaluating employees;
- Providing leadership;
- Managing projects;
- Analyzing and developing policies and procedures;
- Managing IT projects;
- Establishing and following procedural and technical standards;
- Installing, configuring, and troubleshooting technological platforms, databases, and systems;
- Designing, developing, and implementing applications;
- Communicating technical information to a non-technical audience;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

CLASSIFICATION HISTORY	
DATE	**COMMENT**
July, 2017	Draft prepared by GBS (MO)

NOTE
The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.