



POSITION OPENING

Full-time IT Director (40)

SUMMARY

Under the general direction of the Information Technology Committee, the purpose of this position is to plan, organize, and direct all activities of the Information Technology Department, including application services, telecommunication services, database administration, technical services, communications network, printing, county website management, and management of IT service related contracts. The Director serves as a working supervisor, Chief Information Officer, and staff advisor to the County Board, County Administrative Coordinator, and other departments on all information technology services matters within the County, exclusive of the Sheriff's Department. Will serve as the liaison between the Sheriff's IT Department and the Green County IT Department; providing support and guidance as needed and requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Administration

- Plan, direct and coordinate IT activities and programs, work directly on projects as needed.
- Serve as the Executive Contract Administrator for IT service related contracts and advise Green County departments and staff on IT services and purchases.
- Develop, administer, and maintain annual departmental operating budget.
- Develop, implement and maintain operational policy, including contingency planning for key, strategic, or mission critical functions.
 - Serve as the County's Chief Information Officer ensuring compliance with state and federal regulations.
 - Serve as the coordinator and point of contact for county computer and technology related maintenance and purchases, including desktops, laptops, software, hardware, cellphones, phone systems, and printers.

Supervision & Operations

- Ensure quality IT-related customer service and responsiveness to Green County departments, establishing clear IT standards and priorities.
- Oversee and manage County telecommunication systems including data, video, telephone or voice systems, and website; and ensure appropriate level of county staff communications/ training to achieve efficiencies with the systems.
- Develop, update and review with Corporation Counsel contracts for IT systems, products, and/or services for purchase or sale for any County Department. In coordination with Finance Department, draft request for proposals; evaluate vendor products and select new technology as appropriate and budgeted. Direct the sale of Green County systems or software to other counties and municipalities and/or non-governmental users.

- Oversee county web-based communications including managing County website and other web based applications.

Planning & Development

- Research and develop short and long-term IT plans; determine project priority and direct staff accordingly. Review and approve project designs and plans.
- Evaluate and cost-justify hardware and software requirements and IT programs/projects.
- Develop and prepare the annual budget for the IT department; develop and prepare Capital Improvement Plan budget requests based on long- and short-term needs and objectives; present budgets for approval.
- Develop, document and implements County IT department operating standards, policies and procedures to protect information, confidentiality and privacy where applicable; develops, implement and monitor computer center and Network security policy and Internet access and security policy; create and maintain disaster recovery plans.
- Serve as the security officer for all electronic information and oversee the cyber security insurance policy.
- Stay abreast of advances in technology.

Office & Personnel Management

- Provide direction and supervision of the IT Department, including staff supervision, administer Human Resources policies, develop and revise position descriptions as needed, recommend reclassifications, review and approve payroll time sheets and requests for time off, approve purchase orders, employee expense reports and evaluate performance.
- Monitor department IT training and work with key personnel IT Issues.
- Act as department liaison with County department users, outside users, and hardware and software vendors; respond to inquiries; provide information and answer questions regarding the operations and projects of the IT department.

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/or EXPERIENCE

A Bachelor's Degree in Computer Science, Management Information Systems, or related field; and six (6) years of progressively responsible professional level experience in Information Technology (system analysis, strategic planning, multi-platform system integration, and project management) directly applicable to the requirements of the position; and three (3) years of supervisory management experience in an Information Systems setting is required; or equivalent combination of experience or education.

Prior experience in a public sector setting, preferably with a county or municipality; experience with industry standard network, server, applications and database platforms; and familiarity with industry standard development platforms are desired.

Must pass a criminal background check. Must possess and maintain a valid Driver's License.

OTHER SKILLS AND ABILITIES

Knowledge:

- Computers and Electronics – Knowledge of circuit boards, processors, chips, electronic equipment and computer hardware and software, including applications and programming.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, inventory control, and coordination of people and resources.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Telecommunications – Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skills:

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions to reach conclusions.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- Ability to perform mid to upper-level data analysis including the ability to coordinate and strategize. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide direction and training regarding work assignments. Ability to persuade, convince and train others. Ability to advise and interpret the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of reference, descriptive and advisory data and information such as financial reports, contracts, Human Resources ordinance and related documents, ordinances, statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with the staff of the IT department, elected officials, boards, supervisors, vendors, service providers, law enforcement agencies, other IT professionals and the public. Ability to actively listen.
- Ability to maintain confidentiality.
- Ability to maintain regular, consistent and reliable attendance.

Additional Knowledge, Skills and Abilities:

Mathematical Ability: Mathematical Ability

- Requires the ability to perform moderately complex algebraic operations; ability to utilize principles of basic probability and statistical inference.

- Ability to develop and monitor IT department budget.

Technical:

- Knowledge of backup, security and user help systems.
- Ability to develop computer information resources, provide for data security and control, strategic computing, and disaster recovery.
- Ability to provide users with technical support for computer problems.
- Knowledge of hardware and software programs.
- Knowledge of computer networks.
- Knowledge of telephone and telecommunication systems.
- Knowledge of asset management and inventory controls.
- Knowledge of computer servers.

Applications can be found on the Green County Website www.co.green.wi.gov under Employment Opportunities or picked up a Green County Human Resources. Applications will be accepted until October 16, 2020. Interviews for selected candidates will take place the week of October 19,2020. This position start date will be January 1, 2021.

Salary for this position, \$78,977.60 - \$98,092.80

Please submit letter of interests, application, resume and supporting documents to:
Human Resources attention: Delores Merrick
N3152 State Rd 81
Monroe WI 53566

Or may be emailed to dmerrick@greencountywi.org

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.