

POSTED NOTICE: November 9, 2018

Job Title	Information Technology Director FLSA Status: Exempt
Description	<p>General Definition of Work</p> <p>Performs complex advanced technical work managing and maintaining information systems, hardware and software and coordinating purchases and system upgrades, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Coordinator and Board of Commissioners. Departmental supervision is exercised over all personnel within the department.</p> <p>Essential Functions/Typical Tasks</p> <p><i>To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none">• Creates and maintains highly professional, customer-oriented, innovative and future focused IT capabilities in the department, including the areas of operations, enterprise applications, information security and project management. Ensures provision of secure and stable IT services in a cost-effective manner to support business outcomes through effective risk management strategies. Ensures physical and logical security of all county computing assets, including data.• Advises County Staff on Strategic Information Technology Issues. Functions as primary information technology resource for County Management and County Board. Provides internal consulting to departments. Provides recommendations regarding departmental technology requests. Communicates technical subject matter in non-technical terminology.• Directs the development and implementation of County-wide Information Technology policies, procedures, and standards. Develops and implements hardware and software purchasing policies. Develops and implements security, disaster recovery, data privacy, imaging, GIS, and other policies and programs. Provides clarification of County policies and standards to County staff and outside parties. Handles or coordinates handling of high-level or sensitive policy compliance issues. Ensures that legal mandates are met.• Provides direct supervision, motivates, and disciplines staff. Conducts performance evaluations. Plans staff training and development. Provides technical backup. Makes work assignment adjustments and delegates work. Manages personnel in accordance with labor contracts and personnel rules. Lead staff in aligning their work with the core values of the County.• Provides organizational leadership in formation of systems/technology through consultation, partnership and customer service to other departments.• Manages the data and telecommunication infrastructure for new and existing facilities County-wide.• Advises and works with County departments to formulate and ensure County-wide policy concerning the application and use of information processing systems is followed.• Creates budgets and allocates resources. Projects and prioritizes upcoming information technology projects. Creates multi-year operation and annual capital budgets. Assesses existing and anticipated service, equipment and staffing needs. Approves, monitors and tracks expenditures.• Confers with and advises subordinates on administrative policies and procedures, technical problems, and service priorities.• Serves as project manager, performs feasibility studies and cost-benefit analyses. Develops bid specifications and RFB documents on major projects. Manages the bidding process to assure compliance with state bidding laws. Prepares and negotiates vendor contracts, approves contracts, and presents major contracts to the County Board for approval. Manages outside vendors, contractors, and consultants. Ensures all contractual obligations are met and approves vendor payments.• Implements and Interprets Applicable Laws and Regulations. Establishes departmental procedures necessary to assure compliance with changes in local, state and federal laws and regulations. Ensures County staff compliance with state and federal security regulations, and local agency security officer for law enforcement data.

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- Prepares and presents reports.

Knowledge, Skills and Abilities

Comprehensive knowledge of computer operations, systems and programming; general knowledge of system and technology requirements; comprehensive knowledge of IT and information security policies, government data practices statutes and training manuals software; ability to program and operate microcomputers and personal computers; ability to establish and maintain effective working relationships with County administration, staff, third party agencies and the general public.

Education and Experience

Bachelor’s degree with coursework in Information Technology – Computer Science, or related field and considerable experience of IT experience along with management experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel, reaching with hands and arms and repetitive motion and occasionally requires standing, walking, sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms’ length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Power limited licenses or obtain within one year.

Location	The position is located in the City of Glenwood in Pope County, MN. Glenwood is less than two hours northwest of the Twin Cities and two hours southeast of Fargo.
Resume	Submit job application form, resume, cover letter, and three professional references, directly to: Pope County Human Resources, 130 Minnesota Ave E, Suite 210, Glenwood, MN 56334 or email to hr@co.pope.mn.us (list job title in the subject line of your email). Please indicate whether you wish to claim Veteran’s Preference Points. All applicants are subject to a background check. Application Deadline: Open until filled, first review December 3, 2018.
Salary Range	Salary Range: \$75,601 - \$101,595 Full-Time (40 hours/week)