

Title: Director of Information Technology
Department: Administration
Division/Office: Information Technology Office



Grade 2131; FLSA Exempt position; Category: Classified; Job Code: DRIT; Rev.:07/01/2021

General Description

The purpose of this position is to direct an ongoing technology strategy that is scalable, secure and in tune with the growth and demand placed upon the County while effectively managing fiscal responsibilities.

The Director of Information Technology is hired by, reports to, and is evaluated by the County Administrator.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Assumes full management responsibility of departmental services: IT governance, digital and system security, business area relationships, project management, applications support, technology operations, communication systems and IT business and financials.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes appropriate service and staffing levels; and allocates resources accordingly.
- Monitors, evaluates the efficiency and effectiveness of service delivery methods; monitors workload, administrative and support systems, and internal reporting; identifies opportunities for improvement and directs the implementation for change.
- Manages the development and administration of the department budget; estimates funds needed for IT staffing, equipment, business systems, support, and management tools; directs monitoring/approval of expenditures; directs preparation/implementation of budgetary adjustments.
- Coordinates technology development and advancements with county departments, outside agencies, and organizations; provides technology assistance to County Administrator and Commission; prepares and presents staff reports and other required communications.
- Evaluates and assesses new hardware and software; develops solicitation requests and directs the review of responses; reviews and authorizes implementation of business systems; assesses and monitors cost and ensures appropriate fees are charge to departments.
- Prepares and monitors requests for proposals for contract services; evaluates responses; conducts cost benefit analysis and prepares staff reports with recommendations; prepares contracts and monitors adherence to project schedules and agreements.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in computer science, information management, business administration or related field, supplemented by six (6) years of progressively responsible experience in information systems management including utilization of micro, mini and mainframe applications, managing a multi-vendor and contractor service environment including considerable supervisory/management experience; or possession of any equivalent combination of education, training, and experience.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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Additional Requirements:

Advanced knowledge of computers; experience in design, data collection and presentation of complex projects in electronic format; extensive experience as project manager particularly in a information technology environment; thorough understanding of computer networks, and computer programs; ability to understand and work from oral and written directions, ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; ability to communicate effectively; regular and timely attendance; performance of duties in a safe manner..

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; 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; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement