

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Information Technology Office
Classified, GRADE 17
FLSA exempt position

DIRECTOR OF INFORMATION TECHNOLOGY

GENERAL STATEMENT OF DUTIES: Plans, directs, and administers a comprehensive information technology program for the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for administering, developing, implementing and maintaining information technology resources, including necessary software programs for the County. The work involves working closely with the County Administrator, department heads, division managers, other technology personnel, and assigned staff to provide a comprehensive, state of the art technology program for the County.

ADA 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; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Supervise and provide administrative direction for the Information Technology Office;
Coordinate technology activities with internal and external partners;
Assess emerging technologies for applicability to County information system needs;
Lead interdepartmental hardware and software procurement projects;
Research technology trends and develop plans for implementation;
Direct major system processes and related activities.
Assist County departments with electronic media application issues;
Develop and monitor procedures for electronic data sharing capabilities;
Oversee production and maintenance of County web sites;
Establish procedures for data acquisition, information maintenance, and requests for data;
Evaluate impacts of legislative and other decisions to County technological capabilities;
Prepare and present annual technology budget for County;
Prepare policies related to use of technology and its applications;

Make informative presentations to interested groups or individuals on County technology efforts;
Provide administrative and professional support to Computer Advisory Board.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 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.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university with major course work in information technology, computer systems, or closely related field and at least five years experience managing computerized systems and programs; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. 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.

Employee Acknowledgement

Eff. 10/01/07

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