

## **JOB ANNOUNCEMENT**

<b>Job Title:</b>	Director of Information Technology	<b>Reports to:</b>	Chief of Staff
<b>Department:</b>	Auditor IT / GIS	<b>Annual Pay:</b>	\$83,000 - \$90,000

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### **SUMMARY**

The Director of Information Technology's primary responsibility is to oversee the streamlined operation of the IT department and to ensure it aligns with the business objectives of the organization. This individual's principal goals are to develop and manage application portfolios for each department within the organization. The Director of IT will plan, coordinate, direct, and design all operational activities of the IT department, as well as provide direction and support for IT solutions that enhance mission-critical business operations. The Director of IT will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. The IT director must review and evaluate new technologies as they emerge and recommend any desirable hardware and software upgrades for the agency. This person will also define and implement IT policies, procedures, and best practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans and implements additions, deletions and major modifications to the supporting infrastructure agency-wide in coordination with leadership and the Franklin County Data Center.
- Oversees the implementation of network security at the agency level.
- Anticipates future network needs, identifies proactive solutions to satisfy needs.
- Oversees the management of Real Estate's help desk activities and resolves escalated issues if necessary.
- Helps establish and build relationships with vendors in conjunction with leadership.
- Oversees all IT-related purchasing and budget usage; works with Finance to develop budgets.
- Holds responsibility for capacity planning and scheduling vendor negotiations related to IT.
- Ensures department is well informed, at all times, of changes and news worthy events within the agency.
- Effectively communicates relevant IT-related information to senior leadership.
- Handles difficult personnel situations directly, using appropriate discretion, HR advice, and respect for the individual.
- Promotes the agency through speaking engagements at industry conferences and involvement in local business organizations.
- Exercises staff oversight to ensure new operations plans, policies, procedures, and transition/migration plans are consistent with the overall company goals and objectives.
- Achieves excellence in all areas of business.
- Champions change and effectively manages the implementation of new ideas.
- Reinforces team approach throughout practice both on client projects and internal initiatives.
- Supports and solicits input from team members at all levels within the organization.
- Communicates effectively with internal clients to identify needs and evaluate alternative business solutions and strategies.
- Continually defines ways to increase internal client satisfaction and deepen client relationships.
- Maintains lasting internal client relationships
- Ensures practice delivers superior solutions to internal clients.
- Provides senior level resolution to internal client issues.
- Participates in all programs and enforces all policies relating to performance evaluations and career development planning.
- Reviews management evaluations for consistency.
- Impresses upon management the importance of the career planning and performance evaluation programs.
- Creates an environment where innovators can successfully achieve professional career path goals.
- Manages the development of project managers and senior managers.
- Assigns tasks to practice management that give managers an opportunity to grow.
- Reviews status reports of Project Managers and Senior Managers and addresses issues as appropriate.
- Lends expertise to internal teams and task forces.
- Enforces standard agency policies and procedures.

### **EDUCATION/EXPERIENCE:**

- BS Degree required. Master's degree a plus. Ten plus years related experience and/or training; or equivalent combination of education and experience.

This role requires excellent communication and presentation skills, including an ability to listen to the needs of the leadership team, vendors, business partners and staff while articulating issues in a clear concise manner, and be able to prioritize tasks at hand. The ability to forge business relationships with service providers and manage outside vendors is critical.