PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Director, Information Technology

SALARY: $83,791.00 - $134,065.00 Annually

OPENING DATE: 09/12/19

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The County of Prince George, VA is currently seeking qualified applicants for the position of Director, Information Technology. This position will be responsible for planning, directing, administering and participating in program development, analysis and operations; managing information systems (Voice and Data), procedures and staff; preparing and maintaining systems, records and files. Other essential functions of this job may include:

Designing, developing, coordinating and procuring new technological solutions for County processes;
Supervising Information Technology staff;
Managing information technology projects, including the installation and implementation of systems, infrastructure, hardware and software;
Planning, organizing and directing all information technology activities in the County;
Making recommendations to the management team and County Administrator on all information technology issues;
Supervising consultants or vendors working on information technology related projects;
Ensuring the confidentiality, security and integrity of the County's information resources;
Supervising the maintenance and repair of County information technology hardware;
Developing and implementing information technology policies and procedures;
Assessing departmental needs and coordinating and prioritizing responses with available resources;
Developing, preparing and administering information technology budget;
Developing and implementing the County's Information Technology Plan;
Making presentations to the Board of Supervisors and County Administration to explain IT issues in general terms;
Maintaining the County's server and network infrastructure, including databases, hardware and software;

QUALIFICATION REQUIREMENTS:

Comprehensive knowledge of all phases of systems design, analysis, programming, hardware maintenance, networking and computer operations in an interactive and real time environment; comprehensive knowledge of the functions, and operations of County departments; ability to establish and maintain effective working relationships with officials, department heads, associates and other key personnel; ability to determine departmental and system-wide needs of an intranet and internet information system and formulate an effective program to meet these needs; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in computer science, network systems engineering or related field and considerable experience in information systems management. Pre-employment physical/drug testing and extensive criminal background check to, to include fingerprinting and financial records check, required. Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

ADDITIONAL INFORMATION:

To be considered for this position, applicants must fill out a County application which can be completed online at www.princegeorgecountyva.gov. For additional information, please call (804)722-8669. EOE.

Position #DIT092019
DIRECTOR, INFORMATION TECHNOLOGY
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Director, Information Technology Supplemental Questionnaire

* 1. Do you have experience supporting Public Safety information technology needs?

❏ Yes
❏ No

2. If you answered "Yes" to question number one, please explain your answer.

* 3. Do you have a degree from an accredited college or university with major course work in computer science, network systems engineering or a related field?

❏ Yes
❏ No

* 4. Do you have experience with web design or maintaining websites?

❏ Yes
❏ No

5. If you answered "Yes" to question number four please explain your answer.

* 6. Do you currently possess a valid driver license?

❏ Yes
❏ No

7. What information technology certifications do you currently hold?

* Required Question