

Information Technology Director

Grayson County is currently accepting applications for the position of an Information Technology Director. Responsibilities include but are not limited to: Performs intermediate advanced technical work managing information technology operations, overseeing the management of the support ticket system, maintaining records regarding issues and requests, processing requests for computer related equipment, preparing and administering information technology budget. Assist County with community projects, and related work as apparent or assigned. Work is performed under the general direction of County Administration. Departmental supervision is exercised over all personnel within the department.

Education and Experience

Bachelor's degree with coursework in computer science or related field; and considerable experience in progressively responsible information technology systems, or the equivalent combination of education and experience. The position will remain open until filled. Salary – DOQ&E.

All candidates must provide a **completed Virginia State Application** and resume no later than Thursday, April 14, 2022 at 5:00 p.m. to: Grayson County Administration Office; Attention Mitch Smith, PO Box 217, Independence, Virginia 24348.

A valid driver's license in the Commonwealth of Virginia is a condition of employment.

Please refer to the GC website at: **www.graysoncountyva.gov** for a complete job description or contact Grayson County Administration at 276-773-2471.

Grayson County is an EEO/AA employer.

Information Technology Director

FLSA Status: Exempt

General Definition of Work

Performs intermediate advanced technical work managing information technology operations, overseeing the management of technical support, maintaining records regarding issues and requests, processing requests for computer related equipment, preparing and administering information technology budget, assist County with community projects, and related work as apparent or assigned. Work is performed under the general direction of County Administration. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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 an individual with disabilities to perform the essential functions.

Essential Functions

- Manages the daily operations of the Information Technology Department; manages and oversees computer systems and servers with the County; manages web hosting accounts; maintains and oversees information technology online accounts.
- Prepares and administers department budget; maintains records of revenues and expenditures; establishes and implements computer replacement policy; maintains records of information technology related purchasing issues.
- Prepares various reports for the Board of Supervisors and other external groups as required.
- Prepares, maintains and implements department policies and procedures.
- Develops contracts for networking and technology related items for use by the County.
- Plans and schedules vendor negotiations related to information technology; oversees information technology related purchasing and budget usage; obtains quotes for and purchases computer and related equipment.
- Maintains appropriate records regarding data count of computer serviced.
- Ensures that department employees are informed of changes and events within the County government; prepares press releases related to information technology issues when applicable.
- Plans and coordinates training classes for employees; coordinates location, schedule and equipment for training classes.
- Oversees information technology consulting with contracted company; prepares requests for proposals for information technology related purchases; invoices agencies for reimbursement for information technology.

- Performs advanced networking; assists in troubleshooting advanced computer related problems, both hardware and software related.
- Researches software and hardware for future technology needs; researches best options for information technology purchasing to save County funds.
- Administer and assist with grant funded programs.
- Assist with the County's Broadband Project while actively reporting status to the County and its citizens.
- Maintain County's website and social media presence including Facebook, Twitter, LinkedIn, and other social media platforms.
- Administration of Active Directory, Office 365, and Apple environments as well as anti-virus and other security solutions.
- Management of telephone systems at all County sites.
- Management of County's cellular devices including Android and Apple devices.
- Performs general office duties such as maintaining time sheets and ordering supplies:
- Prepares and administers department budget; maintains appropriate files and records.
- Participate in various committees and organizations that may require occasional travel in and around Virginia.
- Assists various departments with information technology needs.

Knowledge, Skills and Abilities

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 determine departmental and system wide needs of an intranet and internet information system and formulate an effective program to meet these needs; ability to communicate ideas effectively both orally and in writing; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to establish and maintain effective working relationships with officials, department heads, associates, vendors and the general public. Must have the ability to solve problems within the scope of responsibility; the ability to communicate ideas effectively in both oral and written formats; and the ability to establish and maintain effective working relationships with associates, elected officials, consultants, and the general public.

Education and Experience

Bachelor's degree with coursework in computer science or related field; and considerable experience in progressively responsible information technology systems, or the equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires reaching with hands and

arms and occasionally requires standing, walking, using hands and fingers, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arms-length, 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 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

Valid driver's license in the Commonwealth of Virginia.