

## **DIRECTOR OF INFORMATION TECHNOLOGY**

**FULL TIME/EXEMPT SALARY DOQE: \$84,600- \$109,980**

### **GENERAL DEFINITION**

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This position performs management and leadership responsibilities for the planning, organizing, budgeting, and execution of all functions for the Department of Information Technology encompassing County departments, agencies, and/or clients. The Director will manage all technical and application support ensuring infrastructure availability, business continuity, network development & maintenance, disaster recovery, records retention, and the security of the County's software applications, hardware, networks, and telecommunications systems. Responsible for establishing a comprehensive technology program management framework for planning, budgeting, project management, process engineering, change & portfolio management in directing the department,

### **ORGANIZATIONAL RELATIONSHIP**

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Work is performed under the general direction of the County Administrator or designee. Supervision is exercised over all departmental personnel.

### **TYPICAL RESPONSIBILITIES**

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- Plans, organizes, and directs the overall programs, budget, and activities of the Department of Information Technology; work involves formulating strategic long-range plans, preparing and managing a comprehensive budget and providing technical consultation to the County departments;
- Responsible for researching, recommending, and implementing technology to support key business applications including hardware, software, telecommunications, and infrastructure (network development);
- Prepares and maintains IT policies, reports, standards and best practices to ensure the integrity of all data and systems;
- Responsible for developing metrics, policies and standards to monitor the customer service components of Information Technology as an internal service provider;
- Coordinates and assists County departments and agencies in preparing, reviewing, evaluating, implementation, and oversight of technical specifications for the bid process for all equipment and software related projects;
- Manages IT staff including recruitment, performance management and evaluations, and professional development;
- Continued evaluation of the security of the IT infrastructure to ensure the safety and reliability of the County data and records entrusted to the IT personnel;
- Prepares, submits, and manages an annual operating and capital budget for technology needed to support the County's long-range technology plan;
- Keep abreast of new knowledge, research, products and services in technology that will benefit Franklin County and its citizens;
- Serves at a contact for local government partnerships in community technology issues, broadband deployment, state and local projects, and community technology development;
- Coordinate with the Virginia State CIO office to implement and enforce state technology requirements;
- Responsibilities include measurable cost effective results for the substance, efficiency, productivity, accountability, and quality of the County's technology programs and services.
- Performs other duties as may be assigned.

### **ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES**

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- Comprehensive knowledge of the principles, practices and techniques of technology systems and how they support County operations;

- Knowledge of systems analysis, programming and computer/telecommunications operations, as well as business processes related to automated systems;
- Project management knowledge including familiarity with systems development methodologies;
- Ability to think logically, reason, negotiate and resolve conflicts;
- General knowledge of policies, procedures, and operations of Local Government and its departments, agencies, and clients;
- An understanding of cyber security threats and vulnerabilities in order to implement, manage, and enforce not only physical security but digital security policies and practices;

## **TRAINING, EDUCATION AND EXPERIENCE**

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Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major in computer science, information systems, public or business administration or related field. Master's degree preferred. A minimum of 10 years of progressively responsible professional experience in information technology field, including supervisory experience of technical staff, are required.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

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Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Franklin County will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

## **FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**TO APPLY- VISIT OUR WEBSITE AT: [WWW.FRANKLINCOUNTYVA.GOV](http://WWW.FRANKLINCOUNTYVA.GOV) CLICK ON JOBS**