JOB POSTING   **March 4, 2026**

Director of Information Technology

The Director of IT is responsible for overseeing the planning, development, implementation, maintenance, and security of Greensville County's information systems and processes, encompassing computer, communications, and office systems. This role requires proficiency in IT Operations, Network Administration, Project Management, Customer Support, and Helpdesk Support. Reporting to the County Administrator or designee, this position exercises supervision over the entire Information Technology Department.

Education and Experience:
- Bachelor's degree from an accredited college with coursework in information technology or a related field.
- Seven (7) years of experience in an information systems role with significant leadership responsibilities. Local government experience preferred.

Special Requirements/Licenses or Certifications:
- Approval by Virginia State Police to operate multiple Virginia Crime Information Network (VCIN) and Criminal Justice Information Services (CJIS) systems.

PLEASE SUBMIT COUNTY APPLICATION, A RESUME AND COVER LETTER TO: Dr. Terry Wood, Director of Human Resources, Greensville County, 1781 Greensville County Circle, Emporia, Virginia 23847 or by email to careers@greensvillecountyva.gov. If **ALL** requested documentation is not submitted, applicants will not be considered for the position.

Grade 23 – Salary Commensurate with experience.

Closing Date: Open Until Filled

GREENSVILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS. GREENSVILLE COUNTY IS A DRUG-FREE WORKPLACE.

SEE COMPLETE JOB DESCRIPTION BELOW

Department: **Information Technology**
Pay Grade: **23**
FLSA Status: **Exempt**

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Job Summary

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The Director of IT is responsible for overseeing the planning, development, implementation, maintenance, and security of Greensville County's information systems and processes, encompassing computer, communications, and office systems. This role requires proficiency in IT Operations, Network Administration, Project Management, Customer Support, and Helpdesk Support. Reporting to the County Administrator, this position exercises supervision over the entire Information Technology Department.

Essential Job Functions:
- Develops and executes the strategic direction for the County's information systems (IS) in collaboration with County leadership.
- Coordinates professional services such as systems analysis, feasibility studies, and programming for information, communication, and office automation systems.
- Identifies and recommends innovative technologies and services to enhance efficiency, processes, and operations; evaluates requests for additional services and upgrades, assessing organizational costs and benefits.
- Authorizes the procurement of hardware, software, and services required to meet organizational needs.
- Monitors project progress, resource utilization, and production performance, presenting reports to executive leadership.
- Ensures the security, integrity, and reliability of computerized information systems, communication systems, and office systems, including data security.
- Leads the preparation of project plans and proposals, outlining project objectives, IS requirements, and staffing needs for proposed systems.
- Drives continuous improvements in IS staff, equipment, and procedures to keep pace with technological advancements, economic shifts, and organizational needs.
- Develops, implements, and manages the IS budget.
- Performs other assigned duties.

Education and Experience:
- Bachelor's degree from an accredited college with coursework in information technology or a related field.
- Seven (7+) years of experience in an information systems role with significant leadership responsibilities.

Special Requirements/Licenses or Certifications:
- Approval by Virginia State Police to operate multiple Virginia Crime Information Network (VCIN) and Criminal Justice Information Services (CJIS) systems.

Knowledge, Skills, and Abilities:
- Proficient verbal and written communication skills.
- Exceptional organizational skills with meticulous attention to detail.
- Proficiency in networks, including multiple file servers (Windows Server 2016-2022)

- Proficiency in working with Virtual Infrastructure Platforms (VMware ESXi, Hyper-V)
- Proficiency in working with Office 365, AZURE AD and its components.
- Proficiency in IT Policies and Procedures, and Compliance Management
- Proficiency in Windows command line and Power Shell.
- Strong understand of Enterprise level ERP Systems, and Databases
- Strong analytical and problem-solving capabilities.
- Proficient in supervision and leadership.
- Ability to troubleshoot and maintain network hardware and software.
- Quick mastery of the County's technology system.

Benefits:
- Comprehensive benefits package, including medical, dental, and retirement plans.
- Professional development opportunities to stay current with industry trends and advancements.
- Positive and supportive work environment within a dynamic local government setting.

DEMANDS

This is sedentary work requiring the exertion of up to ten (10) pounds of force occasionally and negligible amount of force, frequently or constantly, to move objects. Work requires reaching, fingering, grasping, 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; visual inspection involving small defects and/or small parts; operation of machines; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is not subject to adverse environmental conditions.

POSITION CLASSIFICATION
Exempt

Greensville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.

Greensville County is an equal opportunity employer and does not discriminate because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military status, or disability in places of public accommodation, including educational institutions and in real estate transactions.