

COLBERT COUNTY

JOB DESCRIPTION

Job Title: I.T. DIRECTOR

Department: County Commission

Job Description Prepared: October 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Other internal contacts: Commission Office, Elected Officials, All County Employees

Job Summary

The employee is responsible for maintaining the county computer systems. Identify new technologies and how they may be utilized within the county. Develops the Information Technology budget, ensures expenditures and follows budget guidelines. Assists employees and department heads with hardware and software problems and purchases.

Job Domains

Essential duties and responsibilities of this position include, but are not limited to, the following. Other duties may be assigned.

1. Oversee all technology operations (e.g. network security) and evaluate them according to established goals.
2. Works closely with management, external vendors and advisors.

3. Analyzes the business requirements of all departments to determine their technology needs.
4. Identify the need for upgrades, configurations or new systems.
5. Identify and recommend new technology solutions that can be implemented in each department.
6. Identify and implement needed training for IT department.

Miscellaneous

1. Assists other employees as required.
2. Attends commission meetings as needed.
3. Prepares work related forms and reports.

Knowledge, Skills and Abilities

(*May be acquired on the job)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Education/Experience

Possess an associate's degree in information technology, computer science or related field and at least 3 years work related experience preferred; however, any combination of education and work experience which provides the characteristics listed below will be considered.

Administrative and /or Technical Skills

1. Knowledge of system design, programming and installation and maintenance of computer systems.
2. Knowledge of network systems.
3. Writing skills to prepare work related reports.
4. Reading skills to comprehend technical materials, manuals and professional journals.
5. Math skills to develop and administer budget.
6. Communication skills to effectively communicate with public officials, co-workers, department employees and vendors.

Licenses and Certifications

1. Possess and maintain a valid driver's license and have a driving record that meets standards set by the county's insurance carrier.

Other Skills and Abilities

1. *Knowledge of county rules, regulations, policies and procedures.
2. *Knowledge of how county government operates.

3. Ability to develop effective working relationships with co-workers, department employees and public officials.
4. Ability to work non-traditional hours including nights and week-ends.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.