



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Deputy Director, IT</u>	<b>NEW:</b> <u>X</u> <small>(Please check one)</small>	<b>REVISED:</b> <u>    </u>
<b>REPORTS TO:</b> <u>County Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>06/2022</u>
<b>DEPARTMENT:</b> <u>Information Technology</u>	<b>JOB CODE:</b> 100	

### **SUMMARY:**

The Deputy Director supports and assists the Director in the overall administration, management, planning, organizing, daily supervision, and staffing while driving the IT mission and vision of the Director. This position is second in charge and serves as the Director in their absence.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Supervises IT Managers in Information Technology, GIS, Mail Services and Facilities Security. Facilitates progress towards completion of established objectives and daily support services.

Oversees department payroll, budgeting, daily personnel administration, technology research, contract administration, project administration, and public interaction. Assists Director with strategic planning, contract negotiation, vendor relations, and conflict resolution as needed.

Works closely with the Director while consulting with administrative authorities to determine the County's information requirements, determine the scope and priorities of new projects, and determine systems capacity and equipment acquisitions; reviews long-range plans and establishes priorities for the County's technology needs.

Reviews and approves the purchases and installation of computer hardware; consults with IT managers to identify and define standards for all computer hardware and software.

Administers the GIS County Department, which provides the webserver design, programming and maintenance, and quality control for all GIS data and other central service functions for GIS.

Administers the Mail Services department, which provides the delivery of US mail and interoffice mail to all offices in all County facilities and provides processing services for all outbound mail.

Administers the Facilities Security department, which provides and maintains electronic security systems to all offices in all County facilities. These systems include facilities alarms, door access, and video security.

**KNOWLEDGE AND SKILL:**

1. Comprehensive knowledge in project management, modern IT principles and technologies, application development, telecommunications, network options, server administration, desktop workstations, relational database technology, cloud-based solutions, website design, content management, and GIS principles.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to computer systems and security.
3. Comprehensive knowledge of Boone County Human Resources policies.
4. Skill in planning, organizing, budgeting, and managing projects and staff.
5. Skill in hiring, training, managing, and evaluating staff.
6. Ability to think globally and conduct large scale projects.
7. Ability to communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Position requires the ability to drive between various County locations. This position will abide by all County vehicle use policies.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Computer Science, Business, Administration, or a closely related area; five years of information technology services experience; personnel management experience, preferably in a government setting.

**PREFERRED QUALIFICATIONS:**

Advanced degree in Business or Public Administration, Bachelor's degree in Computer Science or closely related field, and five years personnel management experience, preferably in a government setting.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*