

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

DEFINITION & DISTINGUISHING CHARACTERISTICS

DEFINITION:

Under general direction, plans, organizes, directs and manages the activities of a division within the Information Technology Department; coordinates assigned activities with other divisions and departments, and provides highly complex staff assistance to the Assistant Director and Director of Information Technology.

DISTINGUISHING CHARACTERISTICS:

This class has division level management responsibility for the overall administration and oversight of a division within the Information Technology Department; receives administrative direction from the Assistant Director of Information Technology and/or the Director of Information Technology, and exercises direct supervision over supervisory, professional, technical, and/or clerical staff. This class is distinguished from the Assistant Director of Information Technology in that the latter is responsible for managing the day-to-day activities of the Information Technology Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements divisional goals, objectives, policies and procedures.
- Plans, organizes and directs the activities of the Information Technology divisions that include the County's computerized information systems and telecommunications activities.
- Coordinates communications and working relationships with County customer departments, outside service providers and other agencies.
- Develops and implements Information Technology Division work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures, including planning, implementation, support and troubleshooting.
- Prepares the Information Technology division budget; assists in budget implementation; participates in the forecast of funds needed for staffing, equipment, materials and supplies; administers the approved budget.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline necessary for the efficient and professional operation of the division.
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Represents the Information Technology division to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports; prepare written correspondence.
- Consults with and advises other County Departments on matters relating to Information Technology divisions.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Education:

Equivalent to graduation from a four-year college or university with major coursework in computer science, information systems, network communications, business administration or a closely related field,

-and-

Experience:

Four (4) years of supervisory level experience planning, organizing, directing, and coordinating the activities of one or more major functional units of an enterprise wide, large scale, multi-platform, networked, information processing organization.

OTHER REQUIREMENTS:

May be required to work on-call, weekends and irregular hours. Applicants must pass a criminal history and background check which may include contact of prior employers and personal references, and fingerprinting for purposes of searching local, state and national fingerprint files through the Department of Justice and Federal Bureau of Investigation to disclose any criminal record.

Knowledge of:

- Principles and practices of public administration as it relates to the management of computer systems operation and support, local and wide area data communications and a variety of telecommunications systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, codes, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of business correspondence and report writing.

Skill in:

- Organizing, directing and implementing a wide variety of Information Technology programs, services and activities.
- Planning, organizing, directing, reviewing and evaluating the work of staff directly or through subordinate supervision.
- Assessing user department needs, setting priorities, and allocating staff and resources to meet such needs in a timely and effective manner.
- Interpreting and explaining County, Department and Division policies and procedures.
- Preparing and administering project budget.

Ability to:

- Analyze budget and technical reports as well as interpret and evaluate staff reports;
- Analyze and understand highly complex technical and administrative problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Read and comprehend technical reports to understand trends or areas for improvement.
- Communicate clearly and concisely, both orally and in writing.
- Implement goals, objectives, policies, procedures, work standards and internal controls.
- Exercise sound independent judgment within general policy guidelines.
- Represent the County effectively in meetings with others.
- Establish and maintain effective working relationships with those contacted in the course of work.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold. **Occasional** standing, walking, bending and reaching; lifting, carrying or pushing objects that weigh up to 15 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 15 lbs.

HISTORY

JCN: XXXX

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FLSA Status: Exempt