



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Director of Information Technology

Department: Information Technology

Pay Grade: 221

FLSA Status: Exempt

JOB SUMMARY

The position is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing financial activities and events, preparing budgets, and evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The position formulates long range technical goals for the organization, develops internal technical policy, develops staff training, and negotiates technical contracts/procurements.

ESSENTIAL JOB FUNCTIONS:

- Supervises staff and oversee the County's Information Technology Department.
- Maintains the County's computer hardware and software for both physical and virtual environments' including VoIP systems.
- Provides project management for technical projects, creates technical R.F.Ps.
- Provides network administration.
- Provides database administration, maintains the County's computer hardware and software for both physical and virtual environments' including VoIP systems, develops and implements network security strategies.
- Develops and implements data backup strategies for continuity of operations.
- Develops and maintains the County website and digital/analog communications (email, VoIP, Centrex).
- Acts as the technical lead during activation of the County's Emergency Operations Center (EOC).
- Per regional agreement, may provide technical support to the regional 911 Center serving Accomack and Northampton Counties.
- Performs other assigned duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Requires Bachelor's degree in related field.
- Requires ten (10) years of related work experience.

Licenses, Certifications or Registrations:

- None.

Knowledge, Skills and Abilities:

- TBD

PHYSICAL DEMANDS:

The work is light work exerting up to 50 pounds of force occasionally, and/or up to 75 pounds of force to move objects. Additionally, the following physical abilities are required: handling, hearing, mental acuity, speaking talking, and visual acuity.

WORK ENVIRONMENT:

Work is performed in a dynamic environment that requires sensitivity and responsiveness to changes that include goals, priorities, and needs of the organization and position.

The County of Northampton has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR designee) Signature

Date

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer, ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.