



JOB DESCRIPTION

Position: Information Technology Director
Reports To: Executive Director
FLSA Status: Exempt
Last updated: 03/11/2022

Core Values: Ethics, Professionalism, Encouragement, Innovation

Position Summary:

The Information Technology Director is responsible for all aspects of the Information Services Department, leading and developing a staff of professionals working to provide Jeffcom with business intelligence and technology support. The Information Technology Director develops, plans, and implements a technology strategy which meets Jeffcom's needs and supports maximum security. Duties include overseeing day to day operations, budget preparation and management, and the implementation of guidelines, policies, and standards.

Supervision Received:

Works under the general supervision of the Executive Director.

Supervision Exercised:

Supervises the CAD Administrator, Network Administrator, Software Developer, System Administrator, and Technical Program Manager.

Essential Duties, Functions and Responsibilities:

(The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

- Oversee all technology operations and evaluate them according to established goals.
- Direct Information Services department staff including hiring, performance management, and career development.
- Analyze business requirements of all departments to determine specific technology needs.
- Oversee security of systems, networks, and information.
- Apply technical and process expertise to address challenging technical and business issues.

- Identify and implement cybersecurity controls to protect the organization and achieve applicable government and regulatory compliance.
- Maintain relationships with and work cooperatively with vendors, emergency responders, stakeholders, and co-workers.
- Plan, research, and direct the acquisition of technology solutions in accordance with Jeffcom's goals. Establish and communicate technology strategy.
- Maintain, operate within, and submit to the Executive Director the departmental budget.
- Responsible for the strategic lifecycle management of hardware and software within the organization.
- Seek solutions to resolve conflicts. Correct inappropriate behavior, conduct or performance. Recommend corrective or preventative disciplinary action when necessary.
- Evaluate performance, submit written evaluations, and prepare performance improvement plans. Advise, assist, develop, train, and motivate staff to attain personal and organizational goals.
- Maintain knowledge of, comply with, implement, and apply Jeffcom's rules, policies and procedures, and criminal laws and ordinances applicable to the position.
- Identify and analyze system and user needs, as well as equipment requirements. Write system and user documentation, including suggesting language for policies and procedures.
- Provide training when necessary. Compose system and user documentation, including suggesting language for policies and procedures.
- Perform other technology-related duties as needed or directed.
- Always maintain professional and effective written and verbal communication skills.
- Must always maintain confidentiality for our citizens, emergency responders, and employees, including Protected Health Information ("PHI") as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in a sensitive, information-rich environment.
- Promote a positive, professional image of Jeffcom at all times.

- Participate in public education events as scheduled.
- Complete job-related trainings and continuing education to maintain and expand skills and knowledge as assigned and required. Perform multiple tasks simultaneously while remaining detail oriented.
- Make presentations to public groups, local government representatives, management, and boards.
- Remain calm and effective during emergencies, even during heavy workloads, exercise good judgment, prioritize emergent and non-emergent situations accurately, and obtain and act on information quickly and accurately.
- Maintain regular, predictable, and punctual attendance.
- Work in excess of 40 hours in a work week, as required, including evenings, holidays, and weekends, as-needed and promptly handle urgent calls for service regarding system problems and outages.
- Perform any additional duties as assigned.

Minimum Education, Experience, License and Certification Requirements:

- Bachelor's degree in Computer Science or related field required.
- Minimum of eight (8) years' experience working in IT operations.
- Industry certifications and continuing education preferred.
- Prior experience in a Public Safety operations environment a plus.
- Ability to obtain CCIC/NCIC certification within six (6) months of hire. This includes being able to pass a background check. Ability to remain drug and alcohol free; marijuana use is not allowed, even if medically prescribed.

Required Knowledge, Skills and Abilities:

- Proven ability to lead, motivate, and build teams that deliver services and solutions.
- Knowledge of principles of supervision.
- Comprehensive knowledge of network and infrastructure planning, configuration, maintenance, and troubleshooting.

- Must exercise independent judgment and initiative, manage interpersonal and organizational conflicts, and establish and maintain effective working relationships with administration, community contacts, and the public.
- Ability to select, supervise, train, and evaluate IT staff.
- Familiarity with public safety systems including computer aided dispatch (CAD), Geographic Information Systems (GIS), and telephony.
- Skill in giving verbal presentations.
- Skill in demonstrating critical thinking and functioning under extreme stress.
- Skill in following complex verbal and written instructions, policies and procedures.
- Skill in communicating with others and to assimilate and understand information in a manner consistent with the essential job functions.
- Skill in communication and interpersonal skills as applied to interaction with coworkers, Board members, the public, etc., sufficient to exchange or convey information and to receive work direction.
- Skill in making sound decisions in a manner consistent with the “Essential Duties, Functions and Responsibilities”.
- Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

Physical Demands:

Lifting and Carrying:

Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.

Body Positions:

This position will involve sedentary, administrative work in an office environment. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting, and squatting also will be required as necessary to perform the duties of the position.

Vision and Hearing:

Use of sensory activities, such as talking, seeing, and hearing, will be required frequently. Position requires close vision and the ability to adjust focus.

Mental Requirements:

Information Retention:

Must be able to read, remember and use policies, procedures, criminal laws and ordinances that apply to the position.

Language Ability:

Must be able to speak English clearly and concisely to communicate with callers, emergency responders, and co-workers.

Reasoning:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form and to solve problems with good judgment and decision-making skills.

Work Environment and General Information:

Work in a restricted access area, typical office environment with other staff speaking on phones and radios in communications center. Occasionally may have to work in server room or other equipment areas that are kept at lower temperatures for periods of time to repair, maintain or replace equipment. Contact with other public jurisdictions and members of private industry. Contact with employees in work unit and in other departments. Work under general supervision with supervisor available to resolve unusual or complex work problems.

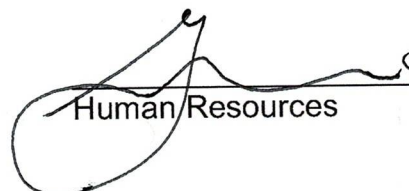
ADA Compliance Statement:

The human resources goal of Jeffcom is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation, unless such accommodation will result in undue hardship for Jeffcom or pose a safety risk to the applicant, employee, or others.

Jeffcom complies with the American with Disabilities Act. If you require a reasonable accommodation in order to apply for this position, please contact the Human Resources Manager.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.


Executive Director 3-11-2022
Date


Human Resources 3/11/2022
Date

Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the HR Manager.

Employee Signature

Print Name

Date