# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: APRIL 11, 2013**
**CLOSING DATE: MAY 9, 2013**

**DEPARTMENT:** **Information Technology**

**POSITION:** **Information Technology Director**

**LOCATION:** **Globe**

**JOB CODE:** **13-037**

**ANNUAL SALARY:** **$67,308.80-$81,993.60 DOE**

**NATURE OF WORK**

Plans, organizes and directs the activities and staff of the Gila County Information Technology Department responsible for application development; system software acquisition, installation and maintenance; telecommunications; network connectivity, security and administration; ensures quality, functionality, connectivity, and compatibility in computer hardware and software in support of the County's long range plans.

**DUTIES AND RESPONSIBILITIES:**

- Plans, develops, and evaluates Department's goals, objectives, policies and procedures; develops systems and standards for program evaluation; assures Department's activities are in compliance with all laws, policies and regulations.
- Directs the department management and staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; implements changes to improve the organization's functions and processes; hires, supervises, trains and monitors the performance of assigned personnel; ensures compliance with departmental policies and procedures.
- Plans, oversees and coordinates IT support, application, data development, training, security and long-term strategies; develops IT project plans, allocates resources and assigns project managers.
- Oversees the operations and maintenance of County voice, video and data systems including internet connectivity, video conferencing systems, telephony systems, equipment and wiring, and vendor service agreements.
- Oversees network administration functions; coordinates with staff to monitor system usage and load; plans for capacity increases; develops network connectivity and relationships between all County departments.
- Researches and implements system security measures; evaluates network policies and procedures.
- Oversees and provides user support and technology training to County personnel.
- Oversees all IT business practices including HIPPA, internal security, internet/email usage, and disaster recovery.
- Manages all application and database development functions performed by in-house and outsourced programmers.
- Develops and administers the division's budget; determines staffing needs and requests funding.
- Establishes and maintains communication with County department heads, elected officials, vendors and other agencies to analyze issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of County goals; devises project plans, goals and schedules relating to custom application development.
- Plans for ongoing and future information technology requirements of Gila County; participates in strategic planning meetings and committees regarding future County/State technology needs that will impact Gila County. Prepares strategic plans for technology to position the organization to take advantage of and financially plan for emerging technologies.
- Prepares, presents, administers and maintains departmental budget.

**WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; must be capable of traveling to and from various work locations on a frequent basis to attend meetings, training, conferences.

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**DISTINGUISHING CHARACTERISTICS:**
This class is at the division management level and fills an administrative role for the County-wide information systems function. The incumbent defines goals and the budget for information systems and develops standardized hardware acquisition parameters and programming methodology for use County-wide. In addition, responsibilities include assigning and directing the work of a small professional and technical staff providing support to various departments. Responsibilities also include performing direct application development and hardware and software installation and troubleshooting.

**EMPLOYMENT STANDARDS:**
Bachelor's Degree in Information Technology or a related field and seven (7) years of broad based experience in systems analysis, programming, network administration, telecommunications, including two (2) years supervisory/management experience; or equivalent combination of education, training and experience. Experience with VoIP and Telephony systems is desirable. A valid Arizona Driver's License.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**
**Knowledge of:** Principles and practices of information technology; information technology equipment and wiring; network administration; data communications; telephony systems; video conferencing systems; dedicated security systems; application/database development processes; information technology strategies, policies and procedures; project management processes and protocol; procedures for administering departmental budgets and monitoring expenditure; supervisory principles, practices and methods.
**Ability to:** Direct County information technology operations and activities; oversee network administration functions; research and implement system security measures; oversee internal security and disaster recovery functions; direct the operation and maintenance of County voice, video and data systems; manage application and database development activities; develop information technology project plans, goals and schedules; plan for ongoing/future information technology requirements; develop and administer departmental budgets; communicate effectively verbally and in writing; supervise, lead, and delegate tasks; asses and prioritize multiple tasks, projects and demands, and delegate tasks and authority; demonstrate analytical ability in defining problems, collecting data, analyzing information, and making logical conclusions based on facts; interpret a variety of technical instructions and manage abstract and concrete variables.
**Skills in:** Directing all aspects of information technology operations, activities and evaluate staff; reading, interpreting, understanding and applying information technology standards and procedures, applicable Federal rules and regulations, and County policies and procedures.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.