

## Whitman County Human Resources

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### WHITMAN COUNTY POSITION DESCRIPTION

<b>Effective Date:</b>	<b>December 18, 2018</b>
<b>Position Title:</b>	<b>IT Director</b>
<b>Job Family Classification #:</b>	<b>128</b>
<b>Department Title:</b>	<b>Information Technology Department</b>
<b>Department Code:</b>	<b>320</b>
<b>Pay Grade:</b>	<b>IT Manager</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Union Status:</b>	<b>Non-Represented</b>
<b>Reports to:</b>	<b>Board of County Commissioners</b>

#### **SUMMARY:**

The IT Director portion of the position is responsible for providing leadership, management and coordination of the Information Technology Department. The primary focus of this position is to assure the integrity, enhancement and stability of all information systems and networks. The position will collaborate with department employees, directors and elected officials to provide strategic direction to anticipate future needs of the county and individual departments' communications and data systems.

#### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

##### **IT Director:**

- Prepare and propose the department's annual budget. Oversee and control fiscal operations and expenditures of the department. Oversee all purchases and acquisitions.
- Develop, propose and implement procedures and policies to attain the goals and objectives of the department. Organize, coordinate and oversee all activities of the department.
- Research, assess requirements, and propose all acquisitions or enhancement of computer hardware and software to ensure appropriate standards to satisfy county's informational and database systems plan.

- Manage and supervise the department's staff. Perform or oversee training, counseling, evaluations, motivation, assign work and set work priorities, and approves leave. With the involvement, conduct selection, hiring and discipline.
- Conduct department staff meetings. Promote open communications and sharing of ideas. Provide informational presentations to county employees and management staff as required.
- Meet and discuss with individual departments' management assessment of the department's system needs, proposes automation or upgrades, and systems' design to best meet the needs of the department. Develop procedures and means to achieve project goals, with consideration of the department's timing requirement and budgets.
- Coordinate technology development and training for own department staff and also end users according to their needs and work duties. Coordinate training with 'outside' sources as needed.
- Develop and maintain adequate working relations with customers and stakeholders of the department and maintain them up to date on project status, in order to promote the goals of the organization.
- Meet and provide regular reports to the County Commissioners. Promptly communicate problems and provide resolution ideas. Provide ongoing recommendations to continuous improvement of the department.
- Maintain up to date with trade developments. Attend job related training, conferences, seminars, or retreats.
- Perform other duties and projects as assigned.

### **SUPERVISION EXERCISED AND RECEIVED**

#### Level of Supervision Received:

This position works independently with minimal supervision once trained. Work and performance are reviewed through conferences, reports, and end-results. Required to provide status and update reports.

#### Level of Supervisory Responsibilities:

Full personnel management and supervisory responsibilities over the daily operations of the department and its staff.

#### Contact/Communication with others:

Extensive formal and informal communications in oral and written form. Ability to read, analyze, and interpret trade publications, financial reports, and other business documents. Effectively present and communicate information to a wide range of audiences.

#### Decision Making Capacities:

Operates with considerable latitude for independent judgment, decision-making, and action, within the scope of duties and budgetary discretion. Must consult during unusual or out-of-scope situations.

### **NON-TECHNICAL ESSENTIAL FUNCTIONS**

Establish and maintain good working relationships with public officials, employees and the public. Successfully communicates in both written and verbal form. Demonstrates courteous and cooperative behavior with all customers.

## **SELECTION CRITERIA**

### **Knowledge, Skills, Abilities**

#### **IT Director:**

- Develop long and short term planning, and evaluate accomplishments of set goals.
- Interpersonal skills with respect to personnel management, including supervisory and team building skills.
- Knowledge of latest computer hardware, software, peripheral equipment, and applications. Maintain relevant knowledge and skills current to the latest technologies in a fast changing industry.
- Effectively present information and recommendations, both in oral and written form and at a professional business level. Able to convey technical information to a wide range of audiences.
- Effectively work in a demanding political environment. Establish and maintain effective working relation with other department heads and managers, elected officials, county employees, vendors and the general public.
- Excellent customer service skills. Good analytical and problem solving skills. Time management skills.
- Able to maintain confidentiality regarding sensitive and confidential issues.
- Knowledge of program budgeting and contract management.
- Ability to make decisions based on factual data, and to evaluate progress or success of computerized projects and systems.
- Knowledge of SQL and its usage to create and modify data sources from different applications.
- Work with various skilled staff from other departments and/or outside agencies.
- Write reports, correspondence and procedure manuals as necessary.
- Effectively present information and respond to questions from groups of managers, clients, outside agencies and the general public.
- Skilled at PC and commonly used software, equipment and hardware associated with PC's. Maintenance hand tools.
- Operate standard office equipment such as fax, typewriter, calculator, adding machine, copy machine, and multi-line phones.
- Able to drive safely and possess a valid driver's license.

## **EXPERIENCE, EDUCATION, AND TRAINING**

#### **IT Director:**

- Bachelor's degree in Computer Science or related field, and five (5) years of managerial experience in the IT field that includes supervisory responsibilities. **Or**, equivalent combination of education, training, and experience that would provide the required skills, knowledge and abilities.
- Working knowledge of LAN and WAN infrastructure technologies, Internet technologies and applications, Client server technologies and applications, and IT customer service. Experience in budget planning and tracking.
- GIS Experience Preferred
- Possess and maintain a valid driver license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT –**

- May require work hours in excess of 8 hours per day or 5 days per week; and respond/attend to county systems problems.
- May require travel for training purposes and commute to other departments or government agencies.
- Observe, abide, and set example, of all county and department policies, goals, and objectives.
- Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
- Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.

Physical Movement	Never	Seldom 1-10% 0-1 hr/day	Occasional 11-33% 1-3 hr/day	Frequent 34-86% 3-8 hr/day	Constant 67-100%
Sit				X	
Stand			X		
Walk			X		
Climb (ladder/stairs)			X		
Twist				X	
Bend/Stoop				X	
Squat/Kneel			X		
Crawl		X			
Reach Left,Right,Both				X	
Work above shoulders (L,R,B)		X			
Keyboard (L,R,B)					X
Wrist (flexion/extension) (L,R,B)				X	
Grasp (forceful) (L,R,B)			X		
Fine manipulation (L,R,B)				X	
Operate foot controls (L,R,B)	X				
Vibratory tasks: high impact	X				
Vibratory tasks: low impact	X				

Lifting/Pushing	Never	Seldom	Occasional	Frequent	Constant
Lift (lbs) (L,R,B) up to 70 lbs			X		
Carry (lbs) (L,R,B) up to 70 lbs			X		
Push/Pull (lbs) (L,R,B) up to 70 lbs			X		

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE  
 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
 AMERICANS WITH DISABILITIES ACT  
 Any persons requiring accommodation should advise us of that need.