Washburn County
Position Description

Position Title: Information Technology
Director

Date: July 1997/December 2023

Position #:   5145.036.01

Department: Information Technology

Pay Grade: 22-2080

Reports to: Information Technology
Committee

Purpose of Position

The Information Technology Director is responsible for county-wide information technology planning and leadership and has operational responsibility for all technology services including voice, video, and data. The work is performed under the general direction of the Information Technology Committee.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develop and administer the county-wide technology services including a budget, long-range plan, and business continuation plan.

Advises department heads on information technology issues assists with needs assessments and cost/benefit analysis and recommends applicable strategies.

Ensure compliance with all Federal and State, laws regarding information technology and data storage and security.

Create Request for Proposals and effectively negotiate contracts with outside contractors/vendors.

Research and analyze new technology and determine compatibility with the County's existing systems.

Database management and maintenance for all county systems.

Analyzes software operating problems, upgrades and implements solution to problem or consults with computer hardware/software consultants.

Develops, communicates and administers county policies, procedures and standards on the proper use of technology resources.

Maintains knowledge of computer operating systems, hardware, software, programming languages, security, and open records law.

Supports Washburn County Core Values throughout all levels of department decision-making. Develops customer service as an integral part of department operations.

Prepare and present reports and information on technology issues to the committee.

Additional Tasks and Responsibilities

While the following tasks are necessary for the unit's work, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Operational characteristics of Information Technology equipment, peripherals, and various Platforms.

Principles and techniques of complex systems analysis and programming.

Moves, sets-up and installs equipment.

Computer operations including VMWare Hosts, Windows servers, and peripherals.

Purchase, install, and maintain technology equipment and supplies, including coordination of warranty work.

Train users.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Computer Science, MIS or related field with technical training in computer system operations, administration, design, database design, and networks; five years of data processing and computer network experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge of telephone systems and hardware

Knowledge of Cyber security best practices, threat protection and mitigation

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place, and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as purchase orders, invoices, billing statements, receipts, budgets, requests for proposals, accounting methods, bid specifications, computer documentation, computer languages, flow charts, diagrams, leases, contracts, warranties, social service records, strategic plans, operating system manuals, hardware/software manuals, blueprints, maps, state statutes, state and federal program requirements and educational materials.

Ability to communicate orally and in writing with computer users, vendor representatives, department heads, computer consultants, outside agency personnel, County Board Supervisors, MIS Committee, and the general public.

Mathematical Ability

Ability to interpret inferential statistical reports and/or formulation and equation data. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising, and teaching.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate computers, computer peripherals, common hand tools, carts, testers, and telephones.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and odors associated with job-related objects, materials, and tasks. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and pose a limited risk of injury.

Special Requirements

Must agree to and successfully pass a criminal background check for Law Enforcement for Law Enforcement security clearance.

Must possess a valid State of Wisconsin driver's license or have the ability to obtain.

Persons in this position will be privy to information which is confidential or sensitive in nature, and will use considerable independent judgment and discretion in disclosing this.

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revision History: 4/05 9/09 12/23