

## **Champaign County Job Description**

**Job Title:** Information Technology (IT) Director  
**Department:** IT Division/Administrative Services  
**Reports to:** County Administrators  
**FLSA Status:** Exempt  
**Grade Range:** M\*  
**Prepared Date:** August, 2009

**SUMMARY** Responsible for overall planning, organizing, and execution of all IT functions for Champaign County. This includes directing all IT operations to meet customer requirements as well as the support and maintenance of existing infrastructure, applications, and development of new technical solutions.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Develops and coordinates a long-term strategic plan for county-wide information technology management.

Participates in county-wide efforts to provide information and solicit feedback on county information technology services and programs to ensure access and increase awareness of IT services for all departments and employees.

Directs and supervises County IT staff to ensure appropriate assignment of job duties to enhance maximum delivery of services by IT.

Serves as Chair of the Champaign County Technology Oversight Committee.

Ensures the consistency and maintainability of existing applications by maintaining and enforcing standards/procedures for implementing technical solutions as created by Champaign County Board policy and/or Technology Oversight Committee direction.

Performs liaison duties between users, operations, and programming personnel in the areas of system design, modifications, trouble-shooting or requests for IT services.

Directs IT staff in production/implementation tasks according to a documented schedule that meets or exceeds customer expectations.

Recommends appropriate IT policy/budgeting changes/enhancements to County Administrators for ultimate approval by County Board.

Develops and administers budget for County's IT expenditures, including development of performance based planning/documentation.

**SUPERVISORY RESPONSIBILITIES** Manages IT Division staff of eight employees. Responsible for overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and EXPERIENCE** Minimum of a four-year degree from an accredited college or university in computer sciences, business administration, public administration, mathematics or related field and at least five years' experience in technical operations management and/or an equivalent combination of training and experience.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, public officials, and the general public.

**TECHNICAL SKILLS** Above average knowledge of mathematics required. Broad knowledge of information technology processing systems, concepts, and methodologies. Demonstrated aptitude for learning new technologies.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.