Director – Information Systems

Job Description

Department:	Information Systems
Position:	Appointed
Starting Step:	70, Table 14
Supervisory:	Yes
Reports to:	Commission

Summary

Under broad policy guidance from the Utah County Commission, direct all aspects of information systems deployment for Utah County Government including application and technical systems development. Develop overall Information Systems strategy for County organization and departments.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, direct and implement overall information systems strategy for Utah County.
2. Supervise, plan, coordinate, and direct the work of the department including developing and implementing standard operating procedures to ensure system security, quality control, and design documentation.
3. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
4. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.
5. Oversee maintenance and purchasing decisions for equipment, tools, and supplies within the department including coordinating with appropriate utility vendors to acquire necessary network services.
6. Prepare the department budget and monitor and approve department purchase orders, payroll, and expenditures.
7. Supervise and coordinate departmental involvement with other County departments and outside agencies including meeting with the Commission on proposed and in-process projects.
8. Coordinate efforts with other government and private agencies in providing information from County databases and in transferring data from other systems for County use.
9. Oversee the design and maintenance of all County databases.
10. Supervise all systems programming including training programmers, assigning projects to programmers, and establishing programming standards.
11. Oversee the resolution of all crisis situations for both software and hardware systems.
12. Evaluate requests for computer services to determine feasibility, personnel, and resource requirements needed, and implementation priorities.

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Class Code: 1075
Class Title: Director – Information Systems
FLSA: Exempt
Effective Date: 07/07/2017
Public Safety: No

Worker's Compensation: Clerical
Background Level: III
Safety Sensitive: No
DOT: No

13. Supervise the development of information systems hardware, software, and procedure configurations including supervising the acquisition, installation, maintenance, and replacement of computer and information systems.
14. Recommend changes in policy and procedure to accommodate the implementation of updated information systems.
15. Direct the development of telecommunication networks to support information systems used at Utah County.
16. Assist in resolving technical problems with information systems hardware, software, and communication networks.
17. Assist various project teams in developing and testing software projects.

Knowledge, Skills, and Abilities

Knowledge of supervisory techniques and ability to schedule, monitor and evaluate the work of supervised employees
Knowledge of Information Systems technology, practices, procedures, and application
Knowledge of local government organization and functions
Knowledge of budget and contract management
Knowledge of programming techniques and languages
Knowledge of open client / server programming and architecture
Knowledge of oracle relational data bases
Knowledge of internet development and application
Knowledge of web based systems, procedures and application
Knowledge of powerbuilder and other object-oriented programming tools
Knowledge of database architecture, data modeling, data normalization, data factoring, and data archiving
Knowledge of audit and recovery procedures
Knowledge of network communication principles and design strategies
Knowledge of Information Systems best practices and procedures
Skilled in reading, writing, and math
Skilled in problem solving and logical thinking
Skilled in the use of SQL
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to coordinate multiple tasks effectively

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but occasionally exposes incumbent to electrical hazards during systems installation & maintenance. This position exposes incumbent to stress due to

project deadlines, systems failures and recovery, meeting state and federally-mandated requirements, regulations and certifications, managing employee performance. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Equivalent to a master degree in Computer Science or a closely related field
2. Seven (7) years of experience in Information Systems technology of which two (2) years are in a supervisory capacity

Preferred Education and Experience

1. Master's degree in Computer Science or a closely related field

Additional Eligibility Qualifications

1. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures
This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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