INFORMATION TECHNOLOGY DIRECTOR

DEFINITION

This position blends knowledge of Information Technology (IT), telecommunications, and Geographic Information Systems (GIS), with the project management skills required to ensure smooth operation, development, and implementation of key technology systems within a local government agency.

Under administrative direction, the IT Director will plan, organize, coordinate, and manage the development and implementation of County information systems and technology resources, including hardware, software, network, storage, communications, and related infrastructure and projects.

In addition, this position will work with the Town of Mammoth Lakes at a similar capacity as defined in County-Town IT Services agreement.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for the management of County technology resources, functions, and operations. The incumbent also performs a variety of complex work related to the implementation and maintenance of computer systems, software, networks, and information services, as detailed below.

REPORTS TO

County Administrative Officer

CLASSIFICATIONS SUPERVISED

- Information Technology Specialists
- Geographic Information Technicians
- Geographic Information Specialists
- Geographic Information Systems Coordinator
- Fiscal and Technical Services Specialists

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The ideal candidate will be successful in carrying out the following responsibilities, including, but not limited to:

- Strategically plan, organize, direct, and manage the development, implementation, and utilization of technology resources and information systems within County departments, offices, and facilities
- Participate in the planning and management of projects related to technology,

communication, and information systems

- Develop and implement policies and procedures regarding the acquisition and utilization of technology and communication resources
- Schedule priorities and plan acquisitions, upgrades, installation, and maintenance of technology
- Oversee the development and utilization of management information data and systems, including GIS, broadband, and telecommunications
- Serve as a central information source regarding County technology & communication infrastructure, data processing, and management information functions
- Develop and present strategic plans, implementation and integration strategies, and guidance on the best use of data management resources and systems
- Provide oversight in the development and maintenance of computer software, equipment, and networks
- Represent County Information Technology Services within management, staff, the public, and other agencies
- Provide reports and updates to management, elected officials, staff, and public as needed or requested
- Represent and uphold the County, Town, and constituent's interests in telecommunications and broadband projects related to improving service and accessibility throughout the regions
- Work with County and Town departments and service providers to improve communications infrastructure within our communities and region
- Represent the County as part of the Eastern Sierra Connect Regional Broadband Consortium Board of Directors, California Broadband Cooperative, and other groups or bodies related to broadband and telecommunication advocacy
- Provide supervision, training, and work evaluations for assigned information technology staff
- Work with County management and Board of Supervisors to determine and work toward meeting technology resource demands and information needs
- Assist in the development of plans and opportunities with respect to leveraging Digital 395 and other communication infrastructure for economic development and public safety

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS
Work is performed in an office and often offsite; occasionally working outside; exposure to electrical energy and dust; frequent contact with staff and public.

DESIRABLE QUALIFICATIONS

Knowledge of:
- Modern technology and systems, including hardware, software, and their best-practices utilization in the services and functions of a local government agency
- Windows based operating systems and server infrastructure
- Design, structure, management, and administration of databases and data storage systems
- Knowledge of systems design and analysis experience, including complex applications and data management systems, modeling, GIS, engineering applications, and their applicable uses
- Concepts and details with respect to digital networks, fiber optic infrastructure, broadband Internet, and wireless technologies
- Practices, procedures, and techniques of research, information analysis, and report development
- Principles and practices of data processing systems, project management, and network management
- Current industry standards and product availability in hardware and software
- Planning and implementation of computer networks and current technological solutions
- Development and implementation of training and user support services
- Budget development and expenditure control
- Management, leadership, supervision, training, and work evaluation skills
- Strong written and oral communication skills and an ability to organize and work in a team environment

Ability & Willingness to:
- Plan strategically, organize, and manage the development and utilization of technology resources and information systems within Mono County and Town of Mammoth Lakes
- Provide supervision, training, and work evaluation for assigned staff
- Develop and implement computer resources and Information Technology budgets
- Research, gather, develop, analyze, and present a variety of complex information and data
- Oversee the acquisition, installation, and maintenance of hardware and software
- Oversee the development and implementation of user training and support services
- Evaluate options and develop alternatives, including cost justifications, for the development and application of electronic data processing technology and systems to County and Town operations and functions
- Serve as consultant on the applications and uses of technology
- Develop and manage complex projects related to the use of technology & information systems
- Plan and direct the installation and management of computer networks, including use of Digital 395
- Effectively represent the County Information Services unit in contacts with other County staff, the public, and other government agencies
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and

customers/clients

Training and Experience:
Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be**:**

Ten (10) + years of increasingly responsible professional work in the development and utilization of technology resources, networks, and information systems, including at least five (5) years of experience in a lead or supervisory capacity.

Special Requirements:
- Possession of a valid driver's license
- May work more than a normal 8:00am to 5:00pm shift
- May drive in excess of 90 miles a day