



Director of Information Technology

Class Code:
4912

Bargaining Unit: Appointed
Department Heads

COUNTY OF SISKIYOU
Established Date: Feb 21, 2021
Revision Date: Mar 31, 2024

SALARY RANGE

\$55.39 - \$70.73 Hourly
\$4,430.81 - \$5,658.33 Biweekly
\$9,600.09 - \$12,259.71 Monthly
\$115,201.13 - \$147,116.47 Annually

DESCRIPTION:

Under executive direction, to plan, organize and direct the administration of the County Information Technology Department; and to perform other work as required.

Distinguishing Characteristics

This single position class, subject to the direction of the County Administrative Officer is responsible for the administration of the Information Technology Department. The incumbent plans, organizes and directs, through subordinate managers and supervisors, the centralized information technology operations of the County, the centralized electronic data processing activities of the County and coordinates the decentralized data processing services of the operating departments' data processing systems. This is a department head position, appointed by the County Administrative Officer. This position is an at will, exempt position.

EXAMPLES OF DUTIES:

Develops and recommends goals, policies and plans for carrying out County information technology functions consistent with overall County goals; plans, schedules, coordinates and directs through subordinate managers and supervisors County information technology activities, including desktop support, help desk, network infrastructure, telecommunications, systems administration, geographic information systems (GIS), business applications software development, system software, production control, and computer operations; consults with and advises department heads and operating department personnel concerning the feasibility of placing County functions on computer or allied information technology

equipment; participates in administrative and technical studies of long range information technology, equipment and personnel needs, assigns and adjusts priorities and schedules for projects; keeps affected operating departments informed of changes or problems relating to information technology activities; selects and evaluates subordinate management and supervisory personnel; prepares and directs the preparation of management reports and activity reports; directs or performs feasibility studies related to centralized or decentralized information technology applications; evaluates the effectiveness of existing services and operations; prepares and administers proposed budgets and staff allocations; reviews reports of work completed and in progress; recommends and implements policies, program changes and operating standards for County information technology operations; directs preparation and administration of contract agreements; directs preparation of reports and recommendations for equipment and software package acquisition; ensures that the Information Technology department is customer service oriented and responsive.

Knowledge of:

- Principles, methods and techniques of telecommunications systems, design and support.
- Principles and techniques of managing an information technology cost center
- Extensive knowledge and appreciation of local government administration, operations, policy, and priorities
- Principles and effective practices of management, including organization and administration
- Principles of supervision and personnel management
- Developments and trends in the fields of information technology
- Principles and techniques of production planning, scheduling and control requirement for an information technology installation
- Principles of electronic computer systems and equipment operations
- Principles of program planning and systems analysis in computer programming
- Principles of software programming
- Budgetary procedures as they pertain to an operating department.

Desired Skills:

- Plan, organize, coordinate and direct the operation of centralized information technology operation
- Negotiate/contract with third party service providers
- Manage outsourced lines of business
- Plan, coordinate and organize in conjunction with other departments the operation of centralized information technology or a combination of centralized and decentralized operations
- Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems
- Evaluate information technology policy and program practices, define problem areas, and develop and direct the implementation of policy decisions and practices to improve departmental operations and services
- Establish and maintain effective working relationships with public officials, staff, operating department personnel and others contacted in the course of work; understand and interpret to others the aims, concepts and practices of information technology services
- Interpret and apply complex policies, regulations and technical data
- Prepare clear and concise administrative and technical reports

TYPICAL QUALIFICATIONS:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying.

A typical way, but not required, to obtain the required knowledge and skills would be:

- Bachelor's degree in Information Technology, or related field or Business or Public Administration

and

-At least five years of progressively responsible experience in systems analysis/design and business applications, including demonstrated experience in program management and supervision of technical staff.

Special Requirements:

- Possession of an appropriate California driver license.
- Incumbents in this classification must pass a routine background check upon accepting an offer of employment

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; 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 environment; continuous contact with other staff.

SPECIAL REQUIREMENTS:

see above

KNOWLEDGE OF::

see above

ABILITY TO::

