Deputy Director of Information Technology

COUNTY OF SISKIYOU
Established Date: Mar 26, 2024
Revision Date: Mar 27, 2024

Class Code:
4962

Bargaining Unit: Assistant
Department Heads

SALARY RANGE

$3,816.36 - $4,873.71 Biweekly
$8,268.77 - $10,559.71 Monthly
$99,225.26 - $126,716.53 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.

For exact salary information please refer to the current salary schedule. County Website

Definition
Under general direction, to assist the Director of Information Technology with planning, organizing, and management of staff engaged in the recommendation, development, implementation, and support of Information Systems in Siskiyou County; to participate in fiscal and administrative decision making; to act in the absence of the Director of Information Technology when appropriate; and to perform related work as required.

Distinguishing Characteristics
This is an assistant department classification who is responsible for assisting the Director of Information Technology with administration of Information Technology Department. The incumbent assists in planning, organization and direction to multiple departments and staff, 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 and processing systems. This position is an at will, exempt position.

Reports to
Director of Information Technology and County Administrator

EXAMPLES OF DUTIES:

Incumbents will provide management and supervision of Information Systems Services County wide; employment and training of assigned staff; coordinates the operations of Information Systems sites to promote maximum efficiency; confers with the Director of Information Technology, CAO, department management, and administrative staff regarding policies, procedures, personnel matters, assigns, and reviews work of supervisory staff; conducts staff meetings; acts for the Director in all matters to which assigned.

Essential Functions:
- Performs the most complex, expert and specialized work in the development and maintenance of computerized information systems, on-line information systems, and networks
- Provide expert design, improvement and/or architecture in specialty area(s) or on a specialized system
- Provide technical leadership in developing and implementing highly complex technical projects, including reviewing and approving plans, staffing and schedules
- May serve as the last internal escalation/referral point for technical issues and problems
- Resolve unique or non-routine problems; define and/or approve technical requirements and specifications for new systems, applications, revisions, projects and/or services
- Review and approve contracts, requests for proposals and requests for Information for technical feasibility
- Provide expert level consultation to internal or external customers
- Serve as top technical resource for working with vendors
- Analyze short-term and long-term IT strategies
- Design cost effective solutions; produce cost-benefit analyses, alternative analyses and feasibility studies for IT involved projects
- Make technical recommendations to management on new technologies, major upgrades, or enhancements
- Perform complex systems engineering involving multiple technologies and integration tools coordinate/facilitate projects
- Provide technical leadership, coach/train senior and other technical staff, and provide project leadership on an ongoing basis
- Lead the development of technical standards, policies and procedures.
- Work with other County departments and divisions on strategic planning and achieving major objectives
- Train new staff on IT related Agency systems
- Develops systems and applications to enhance the accomplishment of County and department functions and services
- Coordinates a department's data processing functions to ensure that quality of input and output are met
- May program applications and modify existing programs to facilitate system operations and efficiency
- Installs and formats packaged software for stand-alone personal computers and/or networks
- Responsible for the management and maintenance of data processing equipment County wide
- Provides technical advice on computerized information system uses and applications to county department management and staff, serving as the primary management resource for the development of a department's equipment, services, and software
- Trains others in the use of data processing equipment and systems
- Establishes department controls related to use of data processing equipment and software

- Assists with and facilitates the development of computer networks
- Works with the CAO and Director of Information Technology in the development and utilization of computer services
- Represents the county's computer services and system with other County departments and other government agencies, including coordination of department specific, county and statewide on-line systems

Knowledge of:
- Electronic data processing theory, principles, and practices and their application to computerized information system development and maintenance.
- Development and use of computer networks and communications systems.
- Principles and methods of programming and systems analysis.
- Development of database applications and use of database application languages.
- Conversion and development of applications and services to electronic data processing.
- Principles of work direction, work coordination, and training.

Ability to:
- Serve as a department's primary resource on the utilization and development of data processing equipment and software.
- Develop, implement, maintain, and modify computerized information systems, including networks, on-line systems, and database applications.
- Train users in the use of computer equipment and software.
- Analyze department data processing needs and develop applications to meet those needs.
- Develop documentation and user manuals for systems and software.
- Monitor and maintain existing systems to insure the accuracy and timeliness of information received.
- Work with and use database application and specialized system languages.
- Analyze software problems and facilitate corrections.
- Identify hardware malfunctions and facilitate repairs.
- Prepare a variety of reports.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Effectively represent County and department computer services with other staff and agencies.
- Establish and maintain cooperative working relationships.

TYPICAL QUALIFICATIONS:

<u>**Typical Qualifications:**</u>
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:

-Sixty (60) units of college with coursework in Computer Science (or) completion of recognized curriculum in Computer Sciences
 and
-a minimum of three (3) years of progressively responsible experience in one or more functional areas within an IT organization.

Additional experience may be substituted for the required education on a year-for-year basis.
<u>**Special Requirements**</u>
-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::

see above