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| WORKING TITLE: INFORMATION TECHNOLOGY MANAGER | CLASSIFICATION: INFORMATION TECHNOLOGY MANAGER |
| DEPARTMENT: ADMINISTRATION | DIVISION: INFORMATION TECHNOLOGY |
| PAY RANGE: NBYCM 33 | FLSA CATEGORY: EXEMPT |
| PHYSICAL REQUIREMENTS: ATTACHED | WORKERS COMP CODE: 8810 |
| PPE: PER WORK LOCATION | REVISION DATE: OCTOBER 2015 |

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, organizes, and directs activities of the information technology division to coordinate development of long-term goals and operational policies with higher level management and advisory committees; prepares division budget and monitors fiscal performance.

SUPERVISION RECEIVED:

Works under and reports directly to the County Administrator.

SUPERVISION EXERCISED

Exercises overall supervision, either directly or indirectly, of highly technical information staff including decisions regarding hiring, promotion, disciplinary action, assignment of work, and performance evaluation.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Establishes and implements policies, procedures, and standards for efficient and effective operation of the information technology division.
- Coordinates long-term planning and development of policies governing information systems related activities and interactions throughout the county.
- Prepares and submits annual and supplementary budget requests; administers approved budget and monitors expenditures.
- Coordinates purchases of hardware and software.
- Establishes professional and technical standards for work performance and employee development.
- Interviews, selects, evaluates, and disciplines department personnel.
- Establishes and maintains employee and department training programs.
- Consults with elected officials, department heads and managers regarding information technology needs; evaluates feasibility of developing systems; determines priorities for applications maintenance and enhancements.
- Coordinates all aspects of soliciting, reviewing, selecting and monitoring performance of vendors; negotiates contracts for same; evaluates new techniques and technologies and

develops strategies for possible application. Reviews major departmental computer purchases.

- Participates in local and state advisory committees and professional associations.
- Attends professional conferences and seminars.
- Reviews publications and maintains liaison with industry representatives.
- Coordinates a comprehensive information technology training program.
- Advises departments on information system strategies planning. Notes departmental information system deficiencies and assists departments in correcting.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices, and techniques of computer science and data processing.
- Principles and practices of management, including program planning and management, fiscal administration and personnel management.
- Mainframe computers and related equipment.
- Systems software; database administration.
- Data communications systems; techniques of system analysis and application programming.
- Microcomputers and related operating systems applications software.

SKILL IN:

- Budget preparation.
- Coordinating and providing training as necessary.
- Team building.
- Conflict management.

ABILITY TO:

- Communicate, in writing, orally, and graphically to convey complex technical information to individuals who have varied levels of knowledge and expertise.
- Work cooperatively and independently to develop goals, policies, procedures, and standards.
- Prepare budgets and manage department funds within fiscal guidelines.
- Develop and maintain a team atmosphere with diverse, highly technical information technology staff.
- Direct, guide, motivate and evaluate information systems' employees; to maintain cooperative working relationships with information systems' employees, Department representatives, vendors, and other county personnel.
- Evaluate computer hardware and software for county purposes.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in computer science is required in addition to four (4) years' progressively responsible systems management experience AND two (2) year's supervisory experience, which may be concurrent with experience above OR any satisfactory combination of

experience and training which demonstrates possession of required knowledge and skills outlined for this position may be considered.

**The IT Manager classification may require specific knowledge, experience or skill sets based upon the technology, regulations, and business needs of a County Department's specific types of information system technology, complex data base management systems or various business applications relevant to a department's business function [e.g. various engineering application systems, health care related services and insurance/client billing systems, financial software, assessment and taxation systems.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.