



# LARAMIE COUNTY

## JOB DESCRIPTION

---

<b>TITLE:</b>	Information Technology Director	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Information Technology	<b>REVISED:</b>	

---

**Summary:** Under administrative direction, directs the Information Technology Department through effective planning, staff management, resource allocation, and sound fiscal practices; assures the effective coordination of Information Technology (IT) required to meet Laramie County strategic plans and departments' IT objectives.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops and implements Information Technology (IT) strategies to accomplish County and departments' plans and goals; reviews County needs, and determines IT resource requirements, costs and deliverables; determines scope and priorities of projects, and directs activities required to achieve project goals.
- Directs IT Department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; manages Department performance and productivity; assures the overall integrity of the Department products and services.
- Designs and directs an IT infrastructure to support present and future operational needs; reviews and approves complex solutions for integrated technology systems; assures compatibility and performance of IT systems; assures compliance with state and Federal policy and regulations.
- Interprets user concerns, defines desired results, develops solutions, and recommends direction of new technology strategies; develops solutions to address coordination of technologies.
- Manages and coordinates assigned staff; develops goals and priorities, and assigns tasks and projects; develops staff skills and training plans; implements corrective actions and conducts performance evaluations; provides leadership, direction and guidance in systems development, technical strategies and priorities; reviews and approves status reports and directs schedule and plan modifications.
- Manages, allocates, and coordinates numerous internal and external resources, including negotiating contracts and MOU's; develops and manages combined IT budgets, maintains current and accurate financial and resource information on IT operations; directs the purchase of equipment and services.
- Assures effective communication of issues and strategies between IT and County management team; serves as liaison between the County and various Regional organizations and state and Federal agencies; coordinates IT development activities with other departments and agencies.
- Attends meetings, makes presentations and serves as the principal planning and development advisor to the County on IT programs and issues; monitors and reviews regional trends in IT, and recommends operational improvements.
- Performs other duties as assigned or required.



# LARAMIE COUNTY

## JOB DESCRIPTION

### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of principles and practices of information systems, technology management and systems integration in a government environment.
- Knowledge of computer languages, technologies and protocols.
- Knowledge of networked computer system environments and device capabilities.
- Knowledge of the design and maintenance of relational databases, network operating systems and servers, and other technical applications unique to County departments.
- Knowledge of the principles and practices of cost accounting, budgeting, personnel administration, and strategic planning.
- Knowledge of IT system development principles and techniques.
- Knowledge of project planning and management principles.
  
- Skill in analyzing IT issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in analyzing needs of County departments and prioritizing IT systems to meet their needs.
- Skill in developing and implementing long-range plans and procedures for cost effective management of allocated resources.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in creating a work environment that fosters teamwork, creativity, and ethical standards.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

Bachelor's Degree in Business Administration, Information Technology or related field; and five (5) year's experience in managing Information Technology systems, including three (3) year's supervisory experience; OR equivalent combination of education, training and experience.