

FAIRFIELD COUNTY

JOB TITLE: INFORMATION TECHNOLOGY DIRECTOR
ADMINISTRATION

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for planning, organizing, and managing all data processing functions for the County to include planning for long range growth of data processing services, coordinating activities and methods to meet the requirements of all County departments, creating and administering new computer programs and systems, establishing security measures, etc. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Establishes long-range plans for data processing operations and develops methods for administering such plans.

Reviews and evaluates existing data processing systems, conducts research on current trends in data processing technology, and makes recommendations as deemed appropriate.

Prepares and submits annual budget as appropriate, monitors expenditures.

Consults with department heads to determine data processing requirements including hardware and software needs. Plans and coordinates activities to ensure that such requirements are met.

Plans and coordinates activities to ensure that all data processing functions of the County are completed in the most competent, efficient, and effective manner.

Provides technical assistance and training to employees in the use of new systems and procedures.

Establishes and administers security measures relative to programs and procedures.

Stays abreast of current technology and trends in data processing.

Is responsible for the pre-election process and Election Central operations.

Receives and processes a variety of reports and documents such as contracts, invoices, equipment and software literature, software documentation, etc.

Prepares and submits a variety of documents including training materials, purchase requests, election materials, etc.

Operates and/or utilizes a variety of types of office and other equipment including computers and peripheral equipment, adding machine, copier, overhead projector, cartridge reader, voting machines, cleaning devices,

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in computer science or business administration and three to five years of experience in the data processing field plus one to two years of local government experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, printers, adding machine, overhead projector, cleaning devices, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Position involves sedentary work as well as physical activity such as reaching, handling, stooping, crouching, balancing, etc. Must be able to lift and/or

carry weights of approximately fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments or instructions to co-workers and/or assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare various documents and reports such as technical purchase requests, teaching materials, election materials, data processing standards, and general memos, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County employees, elected officials, County Council members, vendors, contractors, technical personnel, etc. while exhibiting poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Has the ability to deal with several abstract and concrete variables. Requires the ability to apply rational systems such as data processing, etc., in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; apply algebraic principles; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving

instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has the ability to retrieve facts and information from programs and communicate with program specialists relative to computer programs and data processing. Has thorough knowledge of computers, computer technology, software and applications. Is able to communicate both orally and in writing. Is knowledgeable in routine maintenance techniques of computer and related equipment. Is able to plan and project needs to stay abreast of current technology. Has knowledge of rules, regulations, policies and procedures of county operations. Knows how to operate and maintain a variety of standard office equipment and specialized data processing equipment. Is thoroughly knowledgeable in the development of computer systems, hardware and software. Knows how to develop hardware and software to meet the needs of users and their requirements. Is able to plan, implement and evaluate the effectiveness of office procedures. Has the ability to use independent judgment in routine as well as non-routine situations. Has the ability to ensure the security and integrity of all data put into the system. Knows of records and reports which must be maintained in order to meet the demands of the position, and is able to complete same accurately and in a timely manner. Is able to work under stressful conditions related to heavy workloads and insufficient working space. Has comprehensive knowledge of the pre-election process and Election Central operations in order to ensure the effective and efficient management of same.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains

high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities

in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.