

Position opens: September 18, 2017

## **Elko County Human Resources Employment Opportunity Announcement**

**POSITION:** Information Technology Director

**SALARY:** \$75,000 - \$98,000

**APPLICATION DEADLINE:** October 13, 2017

---

Elko County is seeking qualified applicants for the position of Information Technology (IT) Director. The ideal candidate will have a solid technical background while also having the skills and experience to manage and motivate a team which supports all IT functions within a challenging, dynamic, fast paced environment. This position works autonomously and is viewed as the subject matter expert regarding IT concerns. Administrative functions include budget development, tracking and control of accounting expenditures, inventory, physical assets and purchasing and department compliance with all applicable state and federal regulations. Bachelor's degree and five (5) years of progressively responsible experience, with three (3) years of this experience in a supervisory or project manager capacity. Must possess and maintain a valid driver's license.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



**ELKO COUNTY  
HUMAN SERVICES**  
571 Idaho Street  
Elko, NV 89801  
775.738.4375  
775.738.5984 (fax)

**Job Code: 13701**  
**Date Est.:**  
**Last Rev.: 9/2017**  
**FLSA: Exempt**  
**Probation: N/A**

---

## **INFORMATION TECHNOLOGY DIRECTOR**

### **DEFINITION**

Responsible for planning, organizing, directing, and controlling the all activities and staff related to the County's technology services functions which includes network connectivity and information technology infrastructure.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant County Manager/CFO.

Exercises direct supervision over professional and technical staff.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Develops and implements goals, objectives, policies, procedures and work standards for the department.
- Strategically plan and implement changes in IT infrastructure to meet the needs of County; identifies and implements new technologies; collaborates with management and departments to identify and provide solutions for their environments.
- Manages and coordinates IT projects through design, procurement and implementation phases; researches and selects appropriate hardware and software for County's operational needs. Provide project management to ensure that projects are completed by the scheduled due date in accordance with project specifications and requirements within the project budget.
- Manages network infrastructure; designs and construct connectivity to new locations; maintains and upgrades systems and equipment; troubleshoots and resolves issues.
- Manages data and server backup infrastructure and software for disaster recovery purposes.
- Prepares and administers the IT budget by reviewing the past expenditure patterns, current funding levels, projected personnel and equipment needs, and demands for additional services by clients/users.

- Serve as a liaison for the Information Technology Department with other county departments, divisions, outside agencies; negotiate, and resolve significant and controversial issues.
- Evaluate and maintain inventory control; e.g., computer supplies, departmental equipment, and other items.
- Maintain current knowledge of technological trends and advancements in the IT field and security management practices, laws, policies and ethics.
- Performs IT professional and technical duties as required.
- Contributes to the effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.

## **QUALIFICATIONS**

### KNOWLEDGE OF:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Current computer technology and trends, including information management, communications, networking data administration, data processing, systems design, programming, operations, and controls.
- Computer science theory, principles and practices and their application to the data processing requirements of local governmental agencies.
- Principles and practices of budget development and administration.
- Applicable laws, codes and regulations.
- Correct English usage including grammar, punctuation, and vocabulary.

### ABILITY TO:

- Supervise programs, projects, and staff.
- Train others in policies and procedures related to the work and providing for their professional development.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer service in the most cost effective and efficient manner.
- Set priorities, coordinate multiple activities, and meet critical deadlines; read and interpret specifications and contracts.
- Analyze problems; identify alternative solutions, project consequences of proposed

actions and implement recommendations in support of goals.

- Research, analyze, and evaluate new information technology service delivery methods, procedures, and techniques.
- Troubleshoot hardware and software.
- Communicate clearly and concisely; both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, including County and other government officials, community groups, and general public.

### **EXPERIENCE AND EDUCATION**

*Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Bachelor's degree from an accredited college, or university, with major course work in computer science, management information systems, or closely related field **AND** (5) years of progressively responsible professional IT experience which involved strategic planning, project management, quality assurance, and computer operations, systems administration, applications analysis and development, or information security. Three years of this experience must have been in a supervisory or project manager capacity.

### **LICENSES OR CERTIFICATES**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid driver's license

### **OTHER REQUIREMENTS**

#### **Physical and Mental/Intellectual Requirements**

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. The manual dexterity and cognitive ability to operate a computer using databases and various forms of computer software and hardware. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, squatting, and stooping to access confined spaces as necessary. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Some heavy lifting (up to 60 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

## **Working Conditions**

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to work in other offices as service calls require. May require work in confined spaces. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Occasionally may require an adjusted work schedule, overtime, and/or evening/weekend hours in order to meet deadlines or perform program tests or address/fix computer system issues.