

Worth County Job Description

Department: Information Technology/Geographic Information Systems

Position Title: Information Technology/GIS Director

PURPOSE OF POSITION

The purpose of this administrative position is to manage the Data Processing Department for Worth County, to develop and maintain the policies and procedures for the counties' computer networks, and Internet. These policies and procedures will be in accordance with the Auditor of the State of Iowa. This position will order and install new software releases, authorize the linking of independent systems to the county network, and authorize any wiring needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following is intended to be descriptive of the key responsibilities of this position, but is not to be construed as all inclusive, as other duties are performed as required. Duties may be added or deleted at the discretion of the Board of Supervisors).

Monitor computer operations

Observe network operation and monitor networks for errors.

Install or oversee installation of terminals, county workstations and printers throughout the networks.

Analyze personal computer and printer problems and take appropriate corrective action.

When malfunctions occur on computer systems or on the network, identify the problem and implement an appropriate course of action including correcting the problem, or contacting computer maintenance or programming personnel.

Setup personal computer hardware and peripherals: install software on personal computers, respond to trouble calls, analyze problems with software and hardware and take appropriate action to correct problems.

Be available for trouble calls after business hours.

Assist users in a timely manner by responding to questions regarding computer hardware and software.

Maintain records of software inventory.

Keep accurate records of hardware inventory and locations.

Perform daily, weekly and monthly backups.

Perform data entry when required.

Work with vendors in the installation and update of software and hardware.

Perform and or monitor timely installation of software updates.

Provide assistance to users on software currently in use by county offices.

Manage County website.

Maintain a working knowledge of current technology trends and practices relating to County Government.

Manage County E-Mail Accounts.

Assist County Offices in obtaining information from the Internet.

Maintain and install user accounts.

Order and maintain computer supplies.

When required clean computer equipment and peripherals.

Prepare and manage a yearly budget.

Install or oversee installation of wiring for network connections.

Oversee and manage maintenance contracts on all courthouse computer equipment including peripherals.

Prepare requests for proposals and coordinate bids for data processing equipment and software when applicable.

Make recommendations on the selection of data processing equipment and software.

Attend schools and update classes related to computer hardware and software applicable to county use.

Attend schools and update classes relevant to individual offices when necessary.

Maintain and update GIS layers for all county offices

Produce GIS maps for use by county employees and county citizens

Oversee and manage aerial photography projects for the county

EDUCATION/EXPERIENCE:

High School Graduate

Minimum three years experience operating and managing computer local area networks

Two years experience operating, maintaining, and troubleshooting computer hardware and software

Knowledge of Microsoft Office

Working knowledge of Windows Desktop and Server Operating Systems.

Working knowledge of ESRI GIS products

Working knowledge of VMware

ABILITIES:

Excellent project management skills

Excellent written and oral skills.

Knowledge of routine office procedures.

Ability to use office equipment, including computer, fax, printers, calculator, and copier.

Knowledge of basic computer procedures and principles.

Ability to do basic repairs and cleaning of computers and equipment.

Ability to perform input and retrieval functions on a computer and to efficiently utilize databases, spreadsheets, and word processing systems.

Ability to maintain confidentiality of all departmental communications, documents, correspondence, and computer databases.

Self-motivated-being able to work on one's own, to plan and organize personal work schedule, set priorities, and meet deadlines.

Ability to maintain a working relationship with other departments, fellow employees, outside agencies, government officials, and the public.

Must be able to travel and attend classes and workshops.

PHYSICAL REQUIREMENTS:

Must be physically able to lift and carry office equipment and supplies weighing up to 60 pounds.

Must be able to use basic hand tools, which may include climbing a stepladder or ladder.

Work may be stressful due to deadlines; extended hours on call, and after hour call out.

Must have a valid drivers license and reliable vehicle, as some travel may be required for training and any on call emergencies.

SPECIAL REQUIREMENTS:

The computer systems in some departments operate on a 24-hour per day, 7 day per week, 365-day per year basis. In order to provide these services, the Information Technology/GIS Director may be required to work night or day shifts as well as weekends and holidays. Must also live within a 30 minute distance of the Worth County Courthouse.