



GLOUCESTER COUNTY
invites applications for the position of:

Director of Information Technology

SALARY: \$9,547.25 Monthly
\$114,567.00 Annually

OPENING DATE: 04/28/21

CLOSING DATE: Continuous

DESCRIPTION:

Hiring Salary: \$114,567+/- Depending on Qualifications

The Information Technology Director leads the County's Information Technology (IT) function by performing complex professional and administrative work in the planning, development, implementation, and maintenance of information and telecommunications systems and related information resources operations. The Director is responsible for the management and performance of eight (8) IT staff, project implementations, infrastructure, networks, communications, telephone systems, websites, office automation systems, IT hardware and management of the portfolio of software systems and technical solutions across the enterprise. This position reports to the Deputy County Administrator/Chief Information Technology Officer.

EXAMPLES OF DUTIES:

Manages the information technology efforts for the County government, Constitutional offices, and other partners, including consultative services for Gloucester County Public Schools (GCPS); manages the design and improvement of existing technical processes; analyzes new systems to determine feasibility and design efficiency and makes recommendations to the Chief Information Technology Officer/Deputy County Administrator.

Serves as a solution developer, problem solver and projects manager, working with the Deputy County Administrator and department heads on IT systems and their functional capabilities; directs and supervises a centralized program of IT resources and infrastructure focused on meeting the needs of its users while maintaining system/data security and integrity; proactively assists County offices in determining, defining and fulfilling data processing and security, records management, communications, and IT project management needs.

Evaluates present hardware, software, system/data security, and associated policies, procedures, and practices in data processing, records management, telecommunications, and other applicable areas and initiates or recommends changes.

Develops policies and procedures for the information resource's function, including communications, records, work processes, as well as preventive, predictive, and reactive maintenance and repair and service activities. Designs, coordinates, and evaluates training needs related to hardware/software systems, data processing and system security, and records management.

Manages large systems procurement in the data processing and security, records management, telecommunications, and other applicable areas from needs assessment through scope development, RFI/RFP preparation, systems evaluation, selection processes and implementation. Incorporates system and data security priorities into all facets of the department's (and the organization's) operating culture and practice.

Plans, oversees, coordinates, and directs the work of staff, including professional, technical and support employees; ensures employees receive orientation and proper training for assigned position; assists and

advises employees as necessary, resolving problems as non-routine situations arise; and supervises personnel matters (selection of new hires, employee evaluations, disciplinary actions, scheduling, etc.).

Develops and administers short and long range plans, as well as operating and capital budgets.

Serves as County liaison for local and state information technology planning, including consultations for organizations; consults and develops plans with GCPS and adjacent local governments on issues of mutual interest in information technology; maintains an active role in community issues related to local government application of information technology.

Manages projects and receives/directs response to emergency calls for County LAN, WAN, and enhanced 911 systems; performs public relations and information work related to a variety of projects.

Attends public hearings, budget meetings or Board meetings, as required.

Performs other duties as assigned.

QUALIFICATIONS:

Possession of a Bachelor's degree in Computer Science, Management Information Systems, Public Administration, or related field of study.

Six (6) or more years of progressively responsible supervisory level experience in information technology, five (5) years of which must have been in a management capacity.

Any equivalent combination of training, education, and experience which provides the required skills, knowledge, and abilities. Experience with Cognos Business Intelligence and/or Microsoft SQL Server Reporting Services (SSRS) is preferred.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Additional preferred certifications include: Information Technology Infrastructure Library (ITIL), Cisco Certified Network Associate/Professional (CCNA/CCNP), Project Management Professional (PMP), and/or Microsoft Certified Professional (MCP)

To be considered, please submit a completed application, cover letter, resume, and a minimum of 3 professional references.

**Note: Position is open until filled. Review of applications will begin immediately.
Priority consideration will be give to applications received by May 28, 2021.**

Gloucester County is an Equal Opportunity Employer

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.gloucesterva.jobs>

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Gloucester, VA 23061
(804) 693-5690

hrdept@gloucesterva.info

Position #04282021-01
DIRECTOR OF INFORMATION TECHNOLOGY
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