Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Director of Information Technology**

LOCATION: Information Technology

HIRING RANGE: $121,330-$134,811/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: **Recruitment will be ongoing**

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY
POSITION DESCRIPTION
April 2024

POSITION TITLE: **Director of Information Technology**

DEPARTMENT: Information Technology

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

The purpose of this position is to plan, direct, and supervise information technology activities and personnel; participate in the management of County-wide technology projects, as well as department-specific technology requests; manage the IS budget; and consult with any departments budgeting for individual technology needs.

ESSENTIAL FUNCTIONS:

1. Participates in and oversees the assessment of user needs and the formulation of recommendations regarding hardware and software to meets those needs based upon available resources and established priorities. Manages a technology replacement fund based on County-wide inventory as well as fiber infrastructure.

2. Develops IT budget, policies and procedures, department rules, and training recommendations in order to maintain a highly responsive service department. Confers with employees to ensure feasibility of projects requested.

3.	Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1.	Leads meetings with other department heads to facilitate County-wide technology planning.
2.	Assists in preparation and administration of the IT department's annual budget as well as the Technology Replacement Fund.
3.	Participates as an active member in multi-jurisdictional information technology joint ventures.
4.	Gathers and interprets data to make short- and long-range technology recommendations.
5.	Provides professional advice and makes presentations to committees and the County Board.
6.	Contributes to regular team meetings within the three areas of the Information Technology department.
7.	Ensures written documentation is maintained for system procedures and specifications.
8.	Reviews data backup and disaster recovery for best practices.
9.	Ensures technical training is offered for non-Information Technology employees.
10.	Serves as HIPAA Security Officer for Winnebago County.
11.	Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1.	Reports to County Executive.
2.	Supervises Development Supervisor, Technical Support Supervisor, IT Accountant, and Cyber Security Architect.
3.	Works with entire Information Technology staff, County department heads, other County and municipal leaders related to joint ventures, vendors, and non-County Information System organizations.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1.	Bachelor's degree from an accredited institution of higher learning, preferably in Computer Science, Information Technology or Business Administration.
2.	A minimum of five years work experience performing managerial tasks related to supervising technical personnel, including substantial experience in project management.
3.	Equivalent combination of education and experience that provides the necessary skills to perform the job.
4.	Ability to pass a strict background check and fingerprinting for security compliance.
5.	Ability to meet and maintain Criminal Justice Information Services (CJIS) security clearance requirements.
6.	Possession of a valid Wisconsin Driver's License and maintenance of insurance levels in accordance with County standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of current information technology principles and practices.
2. Knowledge of techniques related to information technology project management.
3. Ability to visualize effective links between user needs and available technology.
4. Knowledge of personal computers and associated peripherals.
5. Knowledge of Local Area and Wide Area networks.
6. Ability to understand and apply fundamental accounting skills.
7. Strong written and verbal communication skills including listening skills.
8. Ability to establish productive working relationships, supervise, and motivate subordinates.
9. Computer skills including Microsoft Office applications and ability to learn and use software.

PHYSICAL REQUIREMENTS:

1. Ability to function in situations encountered in a fast paced, frequently changing industry.
2. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
3. Ability to perform most work from a sedentary position.
4. Ability to travel to other County department locations or occasional out-of-town assignments.
5. Availability of occasional evening or off-hours work.