

## FULL-TIME DIRECTOR of INFORMATION TECHNOLOGY

Work involves coordination and monitoring of the County's information technology functions. This work includes technology needs assessment, development, and support of in-house or third-party computer applications. Other work includes management of County's network, telephone systems, computer hardware (computers, laptops, printers, cabling) and the AS400 computer and software. Work is performed according to applicable data/information security laws and regulations, County guidelines, software licensing agreements, and applicable agreements and contracts with insurance agencies. Work is reviewed by the Mitchell County Board of Supervisors. The IT Director will also assist with GIS maintenance, which includes a working knowledge of the current ArcMap system that Mitchell County uses. Other duties include assisting with elections and must be able to work well with the public and have good communication skills. If you would like more information, please visit the Mitchell County website, or call the Auditor's office. Employment applications for the Director of Information Technology are available at the Auditor's office, 212 S. 5th Street, Osage, IA. Phone (641) 832-3946. Applications will be accepted until the position is filled.

**"Mitchell County is an Equal Opportunity and ADA Employer"**

### Key Functions

- Lead the planning, development, and control of the County's information technology function; all while working closely with all departments and agencies of the County.
- Prepare an information technology budget for Board of Supervisors approval.
- Manage and oversee maintenance needs for telephone systems in county buildings located through-out the county.
- Complete special projects as assigned by the Board of Supervisors.
- Consider acquisition of new equipment and/or software for applications as appropriate.
- Oversee maintenance needs for AS400 equipment, including troubleshooting, computer configuration and nightly backups.
- Troubleshoot any IT issues with departments that may arise.
- Monitor user network and email accounts, LAN/WAN and Wi-Fi to ensure full coverage.
- Negotiate contracts for leasing/purchasing of any computer and communication equipment, software and services used by the Information Technology systems users.
- Provide IT training and information to the various departments and agencies within the County.
- Continuously review information security and provisions of handbooks/policies and provide opinions regarding reliability of data breach avoidance procedures.

- Perform work in all county departments, in which applicant will need a personal, reliable vehicle.
- Assist with GIS maintenance, which includes a working knowledge of the current ArcMap system that Mitchell County uses.
- Assist with electronic time clock system.

### **Applicant Preferences**

- Degree in Computer Science or Management Information Systems or equivalent related education and experience.
- Knowledge of AS400 operating system.
- Knowledge of Microsoft server operating systems installation and use.
- Knowledge of Microsoft Office software installation and use.
- Knowledge of email administration.
- Knowledge of website administration.
- Knowledge of anti-virus and anti-spam administration.
- Knowledge of data security and information security laws and regulations, including data breach reporting requirements under Iowa and Federal Law.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Ability to obtain and maintain a valid driver's license.
- Excellent written and verbal communication skills.
- Responsibilities of the IT position may potentially be updated based on future needs of Mitchell County.
- Wages based on knowledge and experience.