**Houston County Job Description**
**IT Director**

**Department:** Information Technology  
**Job Code:** 290

**Reports To:** Chief Administrative Officer

**Revision Date:** December 2020

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**Summary**

Responsible for the management of on-going software development and maintenance, IT infrastructure support, system security, data integrity, database management, and for assessing and developing on-going IT needs sufficient to successfully support the requirements of the government offices of Houston County Alabama.

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**Essential Job Functions**

A. **Managerial Responsibilities**

1. Manages and oversees all software development, infrastructure and IT security needs.
2. Responsible for establishing departmental and individual goals and for creating metrics to measure the on-going status and effectiveness of the same.
3. Reviews and approves/rejects/modifies all requests for software development and IT infrastructure changes and assigns priorities and developmental responsibilities for the same.
4. Serves as the focal point for IT-related matters agency-wide.
5. Develops the departmental budget and manages departmental spending activity within the guidelines of the same.
6. Serves as the departmental coordinator for assigning, conducting and/or performing training, scheduling, maintaining departmental records, manpower and equipment resource allocation and other departmental needs in accordance with the goals and scope of the IT department.
7. Responsible for assuring that all IT department staff members perform in a professional and productive manner.
8. Responsible for efficient and cost effective operation of the Houston County mail room and mail distribution.
9. Responsible for other computer based systems as assigned.
10. Responsible for efficient and cost effective operation of the Houston County phone system.
B. Professional and Supervisory Qualities

1. Serves as both a team leader to communicate and outline departmental goals, projects and current issues, and a one-on-one manager/coach to assign, discuss and develop on-going individual goals.
2. Challenges others to develop as leaders while clarifying roles and responsibilities.
3. Pursues excellence in all aspects of job responsibility.
4. Confronts issues openly and quickly.
5. Handles difficult personnel situations directly, using appropriate discretion, HR advice, and respect for the individual.

Knowledge, Skills and Abilities

A. Computer Skills

1. Must possess skills related to IBM System i to include RPG/ILE, Screen Design Aid, SQL, Subfiles, Control Language Programming, PHP, Rational Developer for i and APIs.
2. Must be skilled in working with word processing, spreadsheets, databases, and internet utilization.
3. Must be able to develop on-going system infrastructure, software, database and security needs based on current and projected demands.
4. Must possess skills related to phone system installation, maintenance and programming.

B. Personal Skills

1. Must be able to analyze IT related problems and formulate solutions.
2. Must be able to communicate effectively, both verbally and in writing.
3. Must be able to work with staff and internal/external customers in order to understand business needs and develop IT plans sufficient to support the same.
4. Must be self-motivated with the ability to lead, guide and direct an IT staff.
5. Must have the ability to coordinate with the IT staff and other departments in order to develop and implement cohesive IT strategic plans for both software development and infrastructure needs.
Minimum Qualifications

Must have a Bachelor’s degree in computer science plus a minimum of ten years programming experience. Must have at least three years experience related to IBM System i along with RPG/ILE, Screen Design Aid. SQL, Subfiles, CL programming, PHP, APIs. Must be experienced in the management of a Local and Wide Area Network and must possess the ability to provide managerial guidance related to system infrastructure, management and design. At least three years supervisory experience preferred.

Salary Range

$83,000 - $107,000