

County of Leelanau  
Job Description

**INFORMATION TECHNOLOGY DIRECTOR**

Supervised By: County Administrator  
Supervises: Employee assigned to the Information Technology Department and others as identified  
FLSA Status: Exemption item #6 of essential duties and responsibilities

**General Summary:**

Directs and coordinates local area computer network activities by performing the following functions.

**Essential Duties and Responsibilities:**

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Designs, specifies, configures, installs, and maintains Local Area Network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling, and Internet Service providers.
2. Serves as Webmaster of the County website.
3. Develops and implements policies and procedures related to Network hardware and software acquisition, use, support, security and backup.
4. Establishes and maintains network users, user environment, directories, and security.
5. Trains users on software and equipment usage.
6. Assists in the supervision of staff, and serves as the Coordinator for software application used in multiple departments, i.e., mapping software.
7. Responds to the needs and questions of network users concerning their access to resources on the Network and the operation of various software programs.
8. Develops and communicates standards for use, operations, and security of network, personal computers, and data.
9. Communicates with other departments and agencies to report and resolve software, hardware, and operations problems.
10. Consults with department managers to develop system solutions consistent with organizational objectives.
11. Researches and evaluates new technologies.

12. Negotiates contracts with and coordinates activities of hardware, software, telecommunications, support, and training vendors.
13. Installs and tests software upgrades.
14. Collects and analyzes network and memory utilization.
15. Develops and implements disaster recovery procedures.
16. Consults with management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.
17. Prepares and manages an annual budget.

**Required Knowledge Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Possession of a Bachelor's Degree with a major in Computer science or related field. Equivalent experience in Computer science may be substituted.
- Certification as a Network Engineer.
- Two years' experience in network management.
- A valid vehicle operator's license, with the ability to travel to various locations.
- Basic knowledge of budgeting and general administration.
- Ability to critically assess information, analyzes facts and dates, identify problems and their causes, and make sound decisions.
- Ability to speak publicly and make presentations.
- Ability to establish effective working relationships and use good judgment; initiative and resourcefulness when dealing with representatives of other governmental bodies and agencies, professional associates, County officials and employees, and the public.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit and reach with hands and arms. The employee is occasionally

required to climb, balance, stoop, kneel, crouch, or crawl. The employee may occasionally lift items of light to moderate weight, but may need to lift objects of heavy weight in an emergency situation.

- While performing the duties of this job, the employee is typically in an office/shop setting with routine travel to other departments or locales. The employee may occasionally be exposed to wet and/or humid conditions, moving mechanical parts, fumes, outside weather conditions, extreme cold, extreme heat, and the risk of electrical shock. The noise level in the work environment can range from quiet to very loud.