

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** Assistant Information Technology Director  
**Department:** Information Technology  
**Revised:** September 2020

**Class:** Professional  
**FLSA:** Exempt

*This job description supersedes any prior description for the Assistant Information Technology Director classification.*

**GENERAL DESCRIPTION**

Highly responsible professional and supervisory work over the technical staff of the Information Technology Department. Employee is responsible for the County's PC network and its continuing operation. Involves troubleshooting and correcting a variety of network problems and assisting in the formulation of solutions to user problems and their implementation. Work is performed independently, and general supervision is received from the Chief Information Officer through observation and periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Analyses the different and diverse department needs with their business work-flow relative to technology and efficient application use; retooling work-flow, some data migration and making sure any vendor work is performed as needed.

Maintains consistency in IT functions and services to assist in keeping developed standards throughout all Rowan County departments.

Oversees and facilitates project-based initiatives for software and/or application deployment including managing project time lines and tasks for both staff, other departments, and vendors when necessary.

Manages and supervises the Business Operation Analysts and GIS staff in their functions along with associated software. Trains and mentors as needed.

Assists in the formulation of solutions to user problems and their implementation which includes migration of legacy systems to current or new platforms and the continued development of our GIS systems.

Plans, programs, directs, and monitors departmental operations and personnel; assists in computer hardware, equipment, and software; trains employees as necessary.

Assists vendors directly or through oversight in properly identifying work needs relative to software fixes and upgrades including new business requirements and implementation of applications for the different departments.

Oversees forms creations as it pertains to data capture and work flow to reduce duplicate entry.

Oversees technical documentation of both new and current processes for staff and departments as needed.

Interviews applicants for open positions and makes hire recommendations to the Chief Information Officer that are given particular weight; provides input into decisions concerning promotions and salary adjustments; evaluates job performance and completes performance appraisals on staff supervised as well as administer disciplinary procedures when needed.

**Job Title:** Assistant Information Technology Director  
**Page** : 2

Assists the CIO in the IT department budgetary process; evaluates and monitors budgetary expenditures and advises on needed budget amendments through the year.

Assists with IT policies, procedures, and standards relating to acquisition, implementation, and operation of information technology and communication systems.

### **OTHER JOB FUNCTIONS**

Configures and orders computers and new equipment.

Serves "on-call" on a rotating basis for after hours systems problems.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles, practices, hardware, software and equipment related to local government information systems operations.

Thorough knowledge of modern techniques in systems analysis and design.

Considerable knowledge of the organization and functions of local government.

Considerable knowledge of PC technology and networking.

Ability to monitor and maintain computer systems security.

Ability to troubleshoot technical networking problems and implement appropriate solutions.

Ability to exercise discretion and independent judgment to analyze data and situations, reason logically, and draw valid conclusions.

Ability to supervise subordinate personnel and to plan, program, direct, and control the work and employees involved in departmental operations.

Ability to establish and maintain effective working relationships with officials, department directors, key employees in other departments, and subordinate staff.

Ability to communicate and express ideas effectively, orally and in writing.

Ability to install and tailor workstations to the needs of the users.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work includes operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

**Job Title:** Assistant Information Technology Director  
**Page:** 3

**EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood and body fluids.

**MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree from an appropriately accredited college or university in Computer Information Systems, Computer Technology, or related area and five years of work experience in project management as it relates to Information Technology; or an equivalent combination of education and experience. Previous supervisory experience is required. A valid driver's license is required. Certified Government Chief Information Officer (CGCIO) certification preferred.

**This job description does not create an employment contract,  
implied or otherwise.**