

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Information Systems Director
Department: Information Systems
Revised : December 2010

Class : Official/Administrator
FLSA: Exempt

This job description supersedes any prior description for the Information Systems Director classification.

GENERAL DESCRIPTION

Highly responsible work of an administrative nature in planning, developing, directing, and monitoring the County's computer information system. Supervision is provided to a small staff of professional and clerical personnel. While work is performed with a high level of independence, general supervision is provided by the County Manager, who reviews work through analysis of reports submitted and through 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.)

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

Develops and maintains an enterprise systems architecture, defining standards and protocols for data exchange, communication, software, and interconnection of information systems.

Hires departmental staff; evaluates job performance and completes performance appraisals on staff supervised; and discharges employees as necessary.

Allocates work requests to Analyst Programmers; studies feasibility of each request; consults with Programmers; and monitors progress.

Coordinates computer applications with departments served; meets with department directors and key personnel as necessary to assure effective service delivery.

Inquires about specific phases of a departmental operation including forms, functions, work coordination, methods and procedures of various operating divisions.

Performs systems analysis and programming including the design, programming, debugging, testing, implementing, and documenting of new batch and on-line systems.

Prepares the annual budget request for the Information Systems Department; controls approved budgetary expenditures.

Provides advice on evaluation, selection, implementation, and maintenance of information systems and approves and controls all projects related to selection, acquisition, development, and installation of major information systems.

Negotiates IT acquisition contracts, soliciting staff and department director involvement as appropriate.

Develops and maintains IT policies, procedures, and standards relating to acquisition, implementation, and operation of information technology and communication systems and to ensure the protection of enterprise IT assets and the integrity, security, and privacy of information entrusted to or maintained by the County.

Job Title: Information Systems Director

Page : 2

Directs installation of access lines and computer terminals.

OTHER JOB FUNCTIONS

Attends meetings and conferences.

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 computer information systems.

Thorough knowledge of resources available for effective operation of a local government computer information system operation.

Thorough knowledge of new and upcoming technologies and modern techniques in system analysis and design.

Considerable knowledge of the organization and functions of local government.

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

Ability to communicate effectively, orally and in writing.

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

PHYSICAL REQUIREMENTS

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 and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Computer Science, Public Administration, Business Administration or related field and five years of experience in programming and system analysis; or equivalent combination of education and experience. Previous supervisory experience is required.

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