

Village of Wauconda Job Description

JOB TITLE: Director of Information Technology

DEPARTMENT: Finance

CLASSIFICATION: Full Time Exempt

IMMEDIATE SUPERVISOR: Village Administrator

SUMMARY:

The Director of Information Technology is responsible for coordination of all information management activities of the Village. The position coordinates needs, assists in the training of software packages used, troubleshoots and makes recommendations for repair, replacement and configuration of the information technology systems needed for the consistent automated operations of the Village. This position assists in formulating policies, rules, regulations and budgets as appropriated to ensure all automation systems are functional and operational.

QUALIFICATIONS:

The position requires knowledge of internet and intranet networks, business software, and ability to troubleshoot systems, machines and communications networks. The position demands abilities and expertise to install, repair and explain systems and programs for users in a coherent manner. The position requires ability to communicate effectively in a variety of media with emphasis on precise written and verbal communications.

SPECIAL REQUIREMENTS:

It is incumbent in this position to be able to problem solve and make recommendations as appropriate to keep the information technology process of the Village in good operational state and be able to communicate in understandable terms to a majority of the Village staff. This position must be able to develop plans for fielding equipment that include appropriate hardware and training to ease any transition. Additional knowledge and skills in a wide variety of databases, spreadsheets, presentation software and word processing is required. This position will coordinate the information technology requirements of all departments and work to make systems integrate and function together to the greatest extent possible, to include financial software, GIS requirements and specialized law enforcement requirements.

Must be able to pass a detailed background investigation with the Illinois State Police, a medical physical to meet the stated demands of the position, have an acceptable driving record and no evidence of misuse or use of illegal substances or drugs. Must submit and be able to successfully show acceptable results as evidenced by a credit check of personal finance history.

EDUCATION AND EXPERIENCE:

A bachelor's degree in Computer Science from an accredited four year college or university plus five to seven years of demonstrated success in managing networks, troubleshooting computer and communication problems along with the ability to train personnel in a variety of information technology requirements. A combination of expertise, knowledge skills and education can substitute for educational requirements.

HOURS:

As specified by the Village Administrator. This position will have requirements of working outside traditional 40 hour work weeks, with the expectation of week nights and weekend work when required to present information to an elected board, assist in automated presentations and troubleshoot problems.

DUTIES:

Essential Functions:

1. Conducts continual analysis on all information systems in the Village and makes recommendations to improve, repair and replace items as needed.
2. Assists department heads in defining automation needs to include hardware and software.
3. Assists department heads in developing input for the annual budget.
4. Devises training plans and programs to meet the needs of Village employees.
5. Defines data processing needs and assists in developing procedures required to manage the data process flow within the Village.
6. Develops plans for continued integration of all information technology to efficiencies, internal operations and increased responsiveness to the Village officials, business concerns and residents.
7. Maintains and performs required periodic maintenance on all servers.
8. Develops and maintains backup procedures and protocols for server systems.
9. Develops periodic maintenance and replacement schedules to rotate out antiquated equipment, hardware and software.
10. Maintain accurate inventories of information technology assets within the Village offices and departments.
11. Develops disaster recovery procedures for potential loss or destruction of data due to a variety of scenarios.
12. Develops plan for archival process converting paper to any modern and dependable media.
13. Assists in the maintenance and update of the Village website for the public.
14. Develops processes and implements procedures for the creation of a Village intranet to maximize planning tools present in current family of business and office software.
15. Research and propose new technologies that will further office efficiencies.
16. Develops plan for sharing of information between staff and officials electronically.

Marginal Functions:

1. Assists department in creation of computer generated presentations for public meetings, business orientations and general presentation of the Village to the public in electronic formats.
2. Assists in gaining access time through local cable for publishing Village news and information as made available by the cable franchise.
3. Assists as required in developing other informational aids and medias to be used by Village officials and employees to assist in “selling” the Village to interested parties in commercial development.
4. Additional duties as assigned by the Village Administrator.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.

3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management teams as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.
4. Employee must be able to work in less than ideal conditions when servicing equipment and servers.

COGNITIVE CONSIDERATIONS:

1. Employee must have ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date