

**County of Grundy – Job Posting
Information Technology**



Date of Posting: January 2023

Applications Accepted Until: Posted until filled

Job Title: Information Technology Director

Department: Information Technology

Reports To: County Administrator

FLSA Status: Full-time, Exempt

Salary Range: \$90,000 - \$110,000

SUMMARY

On behalf of the County Administrator and in consultation with the Technology Committee, directly supervises and is responsible for all Information Technology concerns for Grundy County Government.

- Responsible for a department of 4 employees supporting 6 locations, 11 physical servers, 60 virtual machines, 250 workstations, 250 VoIP phones, 225 email addresses, and 180 employees
- Works with County Board to develop strategic plans, budget, goals, and objectives to support the County's technology needs while maintaining the approved budget
- Analyzes, plans, installs, maintains, and coordinates network components throughout the County
- Works with all County Departments to coordinate and provide effective technology solutions and support
- Manages, evaluates, and provides direction to the Technology Staff and coordinates activities of the staff to ensure efficiency and success
- Assists with operational problems at the network, server, application, and user level
- Provides direction and assistance to the Technology Staff to install and maintain desktop hardware and software

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the deployment, monitoring, maintenance, and support of County IT systems, including servers, PCs, operating systems, hardware, software, peripherals, and networks (including VPN, WAN and LAN)
2. Provide expertise, consultation, and leadership to the Technology Committee to develop a strategic technology plan that includes: priorities, projects, and future direction of County-wide technology activities
3. Assist with developing and administering the Information Technology Department budget including staffing, equipment, maintenance, supplies, and service. Seek the most cost-efficient solutions, monitor and authorize expenditures within the approved Technology budget
4. Develop contingency plans and strategies to assure network and system continuity and reduce outages; coordinate downtimes and maintenance with County technology users whenever possible
5. Assign, supervise, and evaluate the work of staff responsible for the operation and maintenance of the County's computer network, hardware, telecommunications systems, and GIS applications. Maintain high standards necessary for efficient and professional operation for the Information Technology department.

6. Provide guidance and consultation to the County's GIS staff for the use, maintenance, and expansion of GIS resources for both internal and external users. Promote the expanded use of GIS systems throughout the region
7. Develop, partner to review and implement technology policies and initiatives that include the ongoing maintenance, support, and standardization of the County technology infrastructure
8. Prepare specifications and request for proposals, negotiate and manage contracts with vendors for equipment acquisition and leasing, software licensing, and various technology support services
9. Resource for County departments regarding technology for new and modified business applications and computer and technology services. Recommend equipment and services as appropriate. Work with departments to integrate new services and assist departments with business system updates
10. Responsible for maintaining a reliable backup system for county data and equipment
11. Plan and administer training programs for technical staff and the user community as required
12. Assist Technology staff with managing the County's web system ensuring timely upgrades of system software. Provides assistance to users regarding web-based systems and web information update
13. Responsible for the creation and maintaining of documentation for network configurations
14. Experience providing support to cell phone users
15. Responsible for a managing the department budget
16. Manage Technology Department employees
17. Perform related duties as needed or assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Proven experience with network hardware and software (Fortinet, Cisco, Meraki AP, Barracuda, ShadowProtect)
2. Proven experience with troubleshooting procedures for the following computer systems: Windows Server 2008 R2, Windows Server 2012 R2, Windows Server 2016, Windows 7, and Windows 10
3. Knowledge of Microsoft Office 365 software products, SQL Server 2014, Mitel Connect, SharePoint, Active Directory, DHCP, DNS, Cisco AMP, WordPress, Hyper-V, AS/400, and Exchange 2019 email
4. Proven experience in IT infrastructure planning and development
5. Experience regarding oversight of County (or other) websites
6. Proven experience and working knowledge of current standards and best practices regarding hardware, software, system planning, security principles, and internet protocols.
7. Experience regarding E-mail administration support
8. Proven experience in configuration and troubleshooting network appliances, i.e. firewalls, filters, and switches

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

- Management principles and practices, including budget management, personnel administration, performance management, leadership, and team building
- Administration principles and methods including goal setting and budget development
- Knowledge of principals and processes for providing excellent customer service
- Knowledge of applicable federal, state, and local laws, codes and regulations, including public sector information
- Communicate clearly and concisely, both orally and in writing, prepare clear and concise written reports and correspondence, make clear, concise oral presentations
- Work independently and as part of a team
- Ensure safe work practices

EDUCATION AND EXPERIENCE

Bachelor's degree in the field of Computer Science or Information Systems is preferred, plus 5 years related experience as detailed in the Essential Duties/ Responsibilities and Qualifications sections, and previous supervisory experience. Associate's degree or equivalent degree from a two-year college or technical school, plus 8 years' experience as detailed in the Essential Duties/Responsibilities and Qualifications sections, or any combination of education, experience, and training which provides the required knowledge and experience.

LANGUAGE SKILL

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents; ability to respond to common inquiries from employees, county departments and regulatory agencies; and ability to effectively present information to management.

MATHEMATICAL SKILLS

Knowledge of arithmetic, algebra, calculus, statistics and their application to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to solve problems.

REASONING ABILITY

Ability to define problems, collect data, establish facts and validate conclusions. Ability to deal with several abstract and concrete variables in order to determine the best solution available.

CERTIFICATES, LICENSES, REGISTRATONS

May be required to obtain specific skill and/or technical certifications based on the needs of the position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this 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 stand, walk, sit, talk, hear, see, and use fingers, hands, and arms. The employee occasionally is required to climb, balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or carry up to 50 pounds.

WORKING ENVIRONMENT

Work is performed in an office environment. The noise level is usually quiet. Frequent use of computers and standard office equipment. May work under stress of deadlines.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to HR@grundyco.org with **"Information Technology Director"** in the subject of the email or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).