

Job Title: Information Technology Director
Department: Information Technology
Classification: Grade 17
Reports to: County Administrator
Supervises: Yes
FLSA status: Exempt
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exceptions
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for directing the planning and implementation of information technology (IT) systems in support of county operations in order to improve cost-effectiveness and service quality; leading IT strategic and operational planning to achieve county and department goals by fostering, innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization based on industry best practices, latest technology trends, peer networking, and in collaboration with statewide and national IT groups.

Communicates with:

Internally – All staff.

Externally – Vendors, government agencies and public.

Supervision:

All IT employees

Essential Work Functions:

Strategy & Planning

- Participate in strategic and operational governance processes of the organization.
- Lead IT strategic and operational planning to achieve county goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Develop and maintain an appropriate IT organizational structure and technology plan that supports the needs of the county departments and county.
- Establish IT departmental goals, objectives, and operating procedures.
- Manages and reports on risks across the organization in relation to technology and information stored on systems.
- Prepare & manage budget, manage enterprise contracts, and ensures timely renewals/payments are completed.
- Identify, plan, implement, and continuously assess the IT Security governance and Strategy.
- Develop and communicate business/technology alignment plans, changes, and risks to the organization, leadership team, partners, publics, and other stakeholders.

Acquisition & Deployment

- Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations.
- Develop business case justifications and cost/benefit analyses for technology spending and initiatives.
- Manage, negotiate, and review contracts with vendors, outsourcer, or consultants; in charge of approvals for any solutions proposed.
- Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems.
- Develop, track, and control the information technology annual operating and capital budgets for purchasing, staffing, and operations.
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale.

Operational Management

- Manage and direct staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Ensure continuous delivery of IT services through oversight of service level agreements with monitoring of systems, programs, and equipment performance.
- Serve as the primary contact between the State of MN and National organizations including but not limited to, MNIT, BCA, FBI, DHS, and CISA; to know and interpret federal, state, and other regulatory requirements and assures compliance.
- Ensure IT system operation adheres to applicable laws and regulations.
- Establish lines of control for current and proposed information systems.
- Keep current with trends, emerging technologies, and issues in the industry. Advise, counsel, and educate leadership on research in anticipation of new processes or system alterations.
- Promote and oversee strategic relationships between internal IT resources and external entities, including government, vendors, and partner organizations.
- Act as primary liaison for the county's technology vision via regular written and in-person communications.
- Define and communicate project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.
- Ensure equipment and software operation adheres to applicable laws and regulations.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Provides oral and written reports on Information Technology activities.
- Review performance of IT systems to determine operating costs, productivity levels, and upgrade requirements.

Other Work Functions

- Participates in continuing education and training opportunities.
- Attends, participates, and represents the county in state/national technology related organizations.
- Serves as the liaison with Minnesota IT decision makers.
- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate degree.
- Five (5) years of practical experience, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Experience working with Microsoft O365.
- Understanding of the organization's goals and objectives.
- Excellent interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to present ideas in business-friendly and user-friendly language.
- Knowledge and skills in information technology and project management.
- Knowledge of applicable standards, practices, and laws relating to data privacy and protection.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skills in strategic planning.
- Ability to perform work involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.
- Ability to follow data practices requirements regarding confidentiality and privacy.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)	X			
Challenging or threatening behaviors		X		
Travel		X		
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____