

## Job Description Information Technology Director



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Information Technology Director

REPORTS TO: CEO

DEPARTMENTS: Central Iowa Community Services

FLSA STATUS: Exempt

**POSITION SUMMARY:** The purpose of this position is to oversee, coordinate and manage information services and technology for Central Iowa Community Services.

This position is subject to criminal and abuse background checks and may require pre-employment drug screening.

**SALARY:** Based on the CICS pay matrix.

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Oversee and perform network administration functions including:
  - network security.
  - installation of network equipment.
  - installation of data communications systems and cabling.
  - research and evaluate hardware and software.
  - develop and implement security policies.
  - review applications developed by outside vendors and partners to ensure compatibility with other network programs, systems, and procedures already in place.
  - maintain documentation on equipment, sites, and configuration.
- Oversee and support all technology including but not limited to:
  - personal computer support functions, including coordinating warranty service and overseeing third party maintenance, ensuring problems are fixed properly in a timely fashion.
  - Implementing and maintaining strategic computing hardware maintenance procedures.
  - Coordinating, purchasing, and installation of hardware and software;
  - Implementing procedure changes.
- Provide training to staff on hardware and software including Microsoft Office 365.
- Perform duties as CICS HIPAA Security Officer.
- Develop strategic plan for CICS information technology initiatives including feasibility, infrastructure, and budgets.
- Advise CEO on information technology plans, needs and direction including, requirements for new or modified software and hardware.
- Coordinate with outside vendors as required.
- Participate in education and training opportunities.
- Process reports and other documents as directed.
- Other duties as assigned.

### ENTRY REQUIREMENTS:

- Degree in an Information Technology field or a combination of education and experience equal to 4 years that demonstrates the ability to perform the duties of the position.
- Working understanding of the Windows operating system and accurate typing skills necessary.
- Successful candidate shall have strong interpersonal skills, excel in time management, and be self-motivated and capable of working independently.

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Technical:
  - Experience operating and managing computer LANs, WANs including wireless, personal computers (PCs) including DNS and DHCP for workstations and servers.
  - Working knowledge of Windows operating systems, Windows server environment, firewalls, and Microsoft SQL.
  - Experience in operating, maintaining, and troubleshooting computer hardware and software.
  - Ability to perform input and retrieval functions on a computer such as word processing, spreadsheets, databases, and presentation software.
  - Knowledge of basic computer procedures and principles.
  - Ability to use the Internet to extract and record data.
  - Ability to do basic repairs and cleaning of information technology equipment.
  - Knowledge of Office 365 sufficient to provide training to staff.
  - Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials.
- Interpersonal
  - Demonstration of a willingness to take initiative.
  - Be reliable, responsible and dependable in fulfilling obligations.
  - Possess a high level of integrity and ability to maintain confidentiality.
- Communication
  - Possess excellent verbal and written communication skills.
  - Ability to effectively communicate and present information.
  - Ability to develop and maintain effective, constructive, and cooperative working relationships.
  - Ability to read, analyze, and interpret data, legal documents, or governmental regulations.
  - Ability to prepare reports, general correspondence, and lists.
  - Ability to organize, plan, and prioritize work utilizing problem solving skills, analytical thinking, and gathering and analyzing data.
  - Ability to work under pressure, time constraints, and deadlines.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.

**WORK ENVIRONMENT:**

While performing the duties required of this position, the employee is occasionally subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally in order to accommodate others' schedules or to meet the needs of clients accessing services.

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of automated office machines and equipment including, but not limited to, computer and printers, fax machine, copier, calculator, and telephone. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and/or pulling of light to moderate weight materials (approximately 30 pounds).

**DISCLAIMERS:**

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the CICS CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

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Signature

\_\_\_\_\_  
Date