

OPEN FOR KENT COUNTY EMPLOYEES AND PUBLIC

PLEASE DO NOT REMOVE FROM THIS BOARD!

DATE POSTED:

MONDAY, OCTOBER 28, 2024

POSTED BY:

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CLOSING DATE/TIME:

FRIDAY, DECEMBER 2, 2024

All applicants must submit a completed a Kent County application, resume and cover letter. We are located at 555 Bay Road, Dover, DE 19901 or visit our website: www.kentcountyyde.gov. Please contact our office at 302-744-2310 or email us at hr.recruitment@kentcountyyde.gov if you have any questions.

Department of Administration
Division of Information Technology Office
GRADE 2131; FLSA exempt position
\$126,052/yr. (Mid-Range)*

DIRECTOR OF INFORMATION TECHNOLOGY

General Description

The purpose of this position is to direct an ongoing technology strategy that is scalable, secure and in tune with the growth and demand placed upon the County while effectively managing fiscal responsibilities.

Working under the general direction of the Assistant County Administrator in the Central Administration department, the Director of Information Technology will manage and direct the County's information technology (IT) operations, ensuring the department provides efficient and effective technical support service.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Assumes full management responsibility of departmental services: IT governance, digital and system security, business area relationships, project management, applications support, technology operations, communication systems and IT business and financials.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes appropriate service and staffing levels; and allocates resources accordingly.
- Monitors, evaluates the efficiency and effectiveness of service delivery methods; monitors workload, administrative and support systems, and internal reporting; identifies opportunities for improvement and directs the implementation for change.

- Oversees the IT budget, ensuring cost-effective allocation of resources. Negotiate with vendors and manage procurement processes for IT equipment and services.
- Ensures all parts of the County's IT infrastructure function effectively
- Coordinates technology development and advancements with county departments, outside agencies, and organizations; provides technology assistance to County Administrator and Commissioners; prepares and presents staff reports and other required communications.
- Evaluates and assesses new hardware and software; develops solicitation requests and directs the review of responses; reviews and authorizes implementation of business systems; assesses and monitors cost and ensures appropriate fees are charge to departments.
- Prepares and monitors requests for proposals for contract services; evaluates responses; conducts cost benefit analysis and prepares staff reports with recommendations; prepares contracts and monitors adherence to project schedules and agreements.
- Aligns technology strategy with business objectives, emphasizing scalability, security, and operational efficiency
- Identify and mitigate IT risks, ensuring compliance with relevant laws, regulations, and industry standards. Develop and implement security policies, data protection measures, and disaster recovery plans.
- Performs related work as required.

Minimum Education and Experience Requirements:

Bachelor's degree in computer science, information technology, business administration, or a related field and considerable experience managing networked computer systems; or an equivalent combination of education and related relevant experience. Minimum of 5 years of IT experience with progressive responsibility growth, including 3-4 years of management experience. Prior experience in leading and managing large IT projects and rolling out IT infrastructures across various software and technology. Prior experience working in local government is preferred or an equivalent combination of experience and training.

Additional Requirements:

Advanced knowledge of computers; experience in design, data collection and presentation of complex projects in electronic format; extensive experience as project manager particularly in a information technology environment; thorough understanding of computer networks, and computer programs; ability to understand and work from oral and written directions, ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; ability to communicate effectively; regular and timely attendance; performance of duties in a safe manner..

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a sedentary office classification although standing in and walking between work areas may be required.
- Occasionally lifting of objects up to 25 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.

Employee Acknowledgement