

Information Services Director Information Services

Position

Reporting to the County Commissioner, this position is responsible for directing the county's information services operations.

Salary: \$65,000.00 to \$75,000.00/Annually DOE/DOQ

Posting: January 4, 2019 through February 1, 2019

**Submit resume to Bartow County Human Resources, 135 West Cherokee Ave. St. 256
Cartersville, Georgia 30120 or email to cogginsm@bartowga.org**

MAJOR DUTIES

- Directs the development, implementation and administration of all county information technology (IT) and geographic information systems (GIS).
- Manages multiple areas of technology and multiple IT divisions; provides operational direction and leadership for all department divisions.
- Manages IP phone system, including call controls for the County and Sheriff's office.
- Oversees the county's geographic information system (GIS) which includes structural numbering, data management, and orthophotography.
- Oversees Road Department and Solid Waste accounts and billing.
- Manages actions related to delinquent accounts, special adjustments or write-offs, and attorney open records requests.
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Prepares and manages operating and capital budgets.
- Negotiates contracts with manufacturers for software, hardware, and consulting services; manages external vendor relationships and services.
- Resolves complaints and customer issues.
- Records deposits and completes bank reconciliations; prints checks.
- Oversees the development and maintenance of the county website.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of information technology computer systems, security and software.
- Knowledge of geographic information systems.
- Knowledge of contract negotiation and management principles.
- Knowledge of information technology operations management principles.
- Knowledge of accounting and budgeting procedures.
- Knowledge of billing policies and procedures.
- Skill in the operation of computers and job-related software programs.
- Skill in management and supervision.
- Skill in the management of web sites.
- Skill in the installation and maintenance of IT, GIS and IP telephone systems.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Commissioner assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include IT security guidelines, accounting procedures, county personnel policies, purchasing guidelines, and manufacturer user and maintenance guides. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Frequent changes in IT and GIS standards and methods contribute to the complexity of the position.
- The purpose of this position is to direct the county's IT and GIS operations. Success in this position contributes to the efficiency and effectiveness of all county operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, vendors, contractors, patients, attorneys, insurance providers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light objects and climbs ladders.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over GIS Staff, IT Staff, and Accounting Technician(s).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.