



ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

Department: Finance

Job Class #: 162100

Pay Range: Executive 13

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This position administers and manages the Finance Department's Information Technology Division. Responsibilities include leading day-to-day operations of the division as conducted by senior professional and technical staff who plan, develop, test, deploy, monitor, and decommission the County's information technology services and telecommunications systems. The position is appointed by and serves at the pleasure of the Finance Director. Work is performed with considerable independence.

ESSENTIAL FUNCTIONS

- Advises the Finance Director on information technology issues through personal contact and written reports.
- Directs the work of managers and supervisors in the preparation, implementation, operation, and monitoring of information services.
- Prepares work plans, including project identification and assignment, assess staffing needs and develop time frames to achieve objectives.
- Coordinates planning and developmental activities with county-wide and individual County departmental missions, goals, and objectives.
- Coordinate division activities with other County departments to determine technology needs and establish mechanisms to address those needs.
- Leads the preparation and implementation of comprehensive, multi-year information technology plans.
- Advise staff as they encounter difficult assignments and review the objectives, feasibility, techniques of execution and findings of their work.
- Develop concepts, conduct studies and analysis, and lead planning activities that pertain to provision of information technology and services to County departments and others served by the division.
- Direct the preparation and implementation of comprehensive, multi-year information technology plans.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Manage, supervise, and coordinate activities of multiple business units; determine work procedures, prepare work schedules, and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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OTHER JOB FUNCTIONS

- Works with Finance and Performance Management staff to review, recommend, and monitor IT budgets and expenditures.
- Interpret and assure compliance with federal, state and local laws, regulations, and policies.
- Perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Work is performed with considerable latitude for independent judgment. The Assistant Director of Information Technology is expected to manage staff in conjunction with the division's responsibilities. Work is reviewed by the Director for compliance with legal, regulations, policies and procedures. This position has full supervisory responsibility.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to meet the travel requirements in order to attend meetings at various field sites and locations. The ability to sit for prolonged periods of time. Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eyesight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. Talking, seeing, hearing and the use of verbal and written communication is performed on a frequent basis.

KNOWLEDGE, SKILL AND ABILITIES

Knowledge of:

- Principles and practices of information services planning, service delivery, implementation, operation, and direction.
- Information technology, delivery of information services to customers, internal and external organizations, and management of technology.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Current federal, state, and local laws, regulations, and guidelines which have application to service programs and contracts administered by the departments.
- Methods and procedures involved in budget preparation and management.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Facilitating creative and strategic discussions to address emerging problems, identify opportunities, and solve problems.
- Providing leadership and management of technical and subject-matter expert personnel; delegating work assignments, matching the responsibility to the person and giving authority to work independently.

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- Functioning in a fast-paced environment with short deadlines.
- Resolving interpersonal and interdepartmental conflicts and coordinating solutions to critical problems and ensure completion of planned deliverables.
- Communicating changes effectively and building commitment and overcomes resistance.
- Making effective presentations of technical and complex matters.

Ability to:

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Consider relative costs and benefits of potential actions and chooses the most appropriate action.
- Draft contracts.
- Prioritize projects and negotiate with departments within budgeted funds and available personnel.
- Develop divisional goals and objectives and perform planning and budgeting functions.
- Manage complex business strategy and technology projects, as well as develop successful solutions to multi-faceted issues as they arise.
- Keep up-to-date technically, and apply new knowledge to creatively develop, design, and innovate new solutions, ideas, relationships, or products.
- Develop, implement and maintain policies, standards, and procedures.
- Handle difficult or sensitive situations with diplomacy and tact, while maintaining confidentiality.
- Establish and maintain effective communication and working relationships with staff, vendors, contractors, management, public officials, the media and the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Plan, assign, supervise, and evaluate the work of subordinates.
- Physically perform the essential job functions of the classification.
- Meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Bachelor's degree in information technology, public administration, or in a related field, and five years of progressively responsible work experience directly related to the duties of the position, including at least five years in a managerial/supervisory capacity. A master's degree or equivalent expertise is preferred. Additional education or experience may substitute equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS

Ability to successfully complete all required background investigations prior to employment. Must pass and maintain compliance with a background check that meets U.S. Department of Justice CJIS security policy. A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required.