

**INFORMATION SERVICES DIRECTOR**  
(EXEMPT POSITION APPOINTED BY BOARD OF COMMISSIONERS)

GENERAL STATEMENT OF DUTIES: Oversees and coordinates all County information resources, including information and data, processing hardware and software, telecommunications, office automation, and information system structures; responsible for implementation and coordination of strategic information resources plan as defined by the Board of Commissioners; performs related duties as required.

STATEMENT OF TASKS:

- Develops, plans, organizes, administers and evaluates the County's management information services program;
- Supervises and evaluates staff;
- Recommends changes in data processing, communication, or office automation systems equipment so that expenses are minimized, while assuring reliable and timely service;
- Recommends the purchase, rent, lease, license or other acquisition from outside sources of computer systems, communications systems and office systems;
- Reports progress on development projects, resource utilization and production performance to the Board of Commissioners;
- Monitors the security of data processing to secure the integrity and reliability of computerized information systems, communication systems and office systems;
- Reviews formulation of project definitions showing project objectives, information systems requirements, and analytical and programming personnel requirements of proposed systems;
- Reviews requests for additional information system services and identifies impacts on current planned resources;
- Coordinates and directs professional services for feasibility studies, system analysis and design, and programming of information, communication and office automation systems;
- Directs the continual upgrading of the information systems staff, equipment and procedures to maintain progress with technological progress, economic change, and government operation needs;
- Prepares annual information systems budget and establishes controls to stay within the budget;
- Maintains effective communication with all operating and staff organizations to assure that their needs for information systems for government management and decision making are provided as appropriate;
- Assists in the establishment of priorities in the development of information resource plan;
- Plans and coordinates the training for County personnel regarding the information resource plan.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

INFORMATION SERVICES DIRECTOR

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of all levels of computer based information systems, including but not limited to, mainframe, mini and micro computer hardware and software, telecommunications and networking, end-user computing areas such as office automation, decision support systems and executive information systems;  
Knowledge of good management principles and the practice of public administration;  
Ability to manage and supervise others;  
Ability to prepare and present complex oral and written reports;  
Ability to read, interpret and analyze complex materials;  
Ability to work and communicate effectively with all levels of people from technical experts to end users;  
Ability to participate in and contribute to the strategic compute based information systems planning process;  
Ability to attend work regularly and work under stressful conditions;  
Skill in effective program management and staff leadership.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, Accounting, or Computer Science with five (5) years administrative and/or supervisory experience in data processing, telecommunications, office automation and information systems structure including mainframe, mini and micro computer hardware and software, networking, and office automation.

Established: January 29, 1992  
Revised: November 9, 1998

  
Personnel Director