



CLASS SPECIFICATION FOR:

Director of Information Technology

General Statement of Duties:

Directs and manages the County's central Information Technology agency and all data processing /information/ communication/ telephone systems functions and equipment acquisitions of the County; does related work as required.

Distinguishing Features of Class:

This class provides direction, coordination and administrative oversight of all data processing, information/communications/telecommunication networks systems and related technology and activities in the County. Supervision is exercised over the Assistant Director of Information Technology and support staff. Receives general supervision and policy direction from the Deputy County Manager for Administration.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Meets with the County Manager, Deputy County Managers and agency heads concerning departmental needs and system requirements;
- Formulates, sets and implements policies for current and future information/communications/telecommunication systems and activities;
- Oversees the development, implementation and management of an integrated County-wide system of data processing/information/communication/telecommunication systems and networks affecting all operating departments;
- Directs, coordinates and oversees the upgrading and implementation of data processing installations in the County;
- Directs, coordinates and oversees the upgrading and implementation of telecommunication installations in the County;
- Oversees the design and implementation of research and development activities in data processing, information, communications, and telecommunication systems and networks;
- Develops and presents Department's operating and capital budgets and presents to executive and legislative review committees;
- Provides policy direction and guidance to the Assistant Director in managing staff, handling personnel/employment matters and in the development and monitoring of the agency's fiscal plan;
- Directs the development and design of effective in-house training programs to attract, retain, and motivate competent personnel;
- Attends County, staff, policy and community organization meetings as needed and as directed to represent the agency and to speak to matters relating to the agency's mission, directives and goals;
- Makes public presentations;
- Develops and maintains good public relations with all agency heads, vendors, suppliers and other data processing/information/communications/telecommunication managers in business and industry;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of data processing/information/communications/telecommunication systems and technology and their practical application in and to the work and services of local government; extensive knowledge of governmental organization, accounting, budget development administration and operation theory and practice and of local government philosophy and culture; solid familiarity and experience in working with all types of commonly used and applied information systems/network technology; extensive knowledge of employee management and financial administration; proven leadership and team-building skills; skill in public speaking and the ability to make effective and persuasive public presentations; skill in negotiation and the ability to secure the cooperation of diverse groups of users and customers; ability to plan, manage, control and evaluate long-term projects; good analytical skills; proven and effective supervisory skills; ability to establish and maintain good working relationships with other County officials, employees and the public; good professional judgment.



County of
Henrico
Virginia

Human Resources Department
PO Box 90775
Henrico, VA 23273-0775
804-501-4628
FAX 804-501-5287

CLASS SPECIFICATION FOR:

Director of Information Technology

Minimum Education and Experience:

Education: Possession of a bachelor's degree in information technology, processing/information systems, mathematics, or business administration

Experience: Eight (8) years of progressively responsible professional experience in information technology, five (5) years of which must have been in a supervisory capacity

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

G.A.B.0011

Career Code:

Date of last Revision: 10/06/2010

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.