WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Information Systems Director **Department:** Information Systems **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: Information Systems Director

Department/Division: Information Systems Department/County Administration

Nature of Work:

- Directs the development, operation and maintenance of the County's computer hardware and software systems including geographic information systems. Serves as Director of County Department of Information Systems.

Essential Duties:

- Operation & Maintenance: Manages the day-to-day operation and maintenance of the County's primary computer system. Assures the uniform operation of the County's computer system, associated peripheral equipment and resident software. Develop contingencies that prepare equipment and personnel for peak periods of usage.
- GIS Database: Oversees and coordinates the design, development and implementation of a County government-wide geographic information systems (GIS) database. Leads and directs the GIS planning and design activities of a cross-functional team composed of staff from various County departments, offices and agencies.
- Software Programming & Design: Designs, develops and install software for County offices. Works closely with County appointed and elected officials and employees to identify and integrate modifications to software programming.
- Security Officer: Protects the integrity and confidentiality of the County's computer system by serving as the County's computer security officer. Develop security protocols limiting computer access and limiting access to confidential and/or sensitive databases.
- Technical Advisor: Serves as a technical advisor on all County computer equipment and/or software purchases. Develops a long-term plan that identifies and prioritizes essential up-grades to system hardware and software.
- Records: Study and maintain records of computer usage. Develop contingencies that prepare equipment and personnel for peak periods of usage.

- Troubleshoot & Education**:** Troubleshoot operational and system problems via telephone and electronic communications. Educate County employees in the efficient and effective use of computer hardware and software.
- Administrative Duties: Performs necessary administrative duties for the operation of the Department of Information Systems, including departmental budget preparation and administration. Study and maintain records of computer usage.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Information Systems Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Extensive programming and analysis knowledge on mid-range and/or micro systems is required.
- General knowledge of the hardware and operational characteristics of the County's currently installed computer systems is desirable.
- General knowledge of the hardware and software associated with LANs.
- Skills and knowledge testing may be required and could consist of oral, written or computer use applications and computer operating systems and network architecture to determine level of knowledge and understanding of hardware and software systems in current use, including web page technology.
- Education equivalent to graduation from an accredited college or university with a degree in computer science. 5 years experience using mid-range and/or micro programming language and related operating languages (Master's degree may be substituted for up to 2 years of the experience required).

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Safety Building and other County offices as needed. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.

- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.