



CLASS SPECIFICATION

Class Title: Director, Information Systems
Department: Information Systems
Merit: Exempt
FLSA: Exempt

Class Code: 8035
Grade: 36
Eff. Date: 4/1/86
Revised: 04/26/2024

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Oversees all administrative functions and directs the comprehensive operations of Information Technology Systems within the county.

EXAMPLE OF DUTIES:

- Leads and manages the IT team, including recruitment, training, and performance management.
- Oversees the county's IT infrastructure design, implementation, and maintenance, encompassing networks, servers, and systems.
- Ensures the security and integrity of data and IT systems by implementing appropriate measures to safeguard against cyber threats and vulnerabilities.
- Evaluates and recommends new technologies and solutions to enhance efficiency, productivity, and innovation across county operations.
- Spearheads application and technical systems development.
- Develops strategies for county and departmental IT operations.
- Directs the planning, design, development, integration, coordination, and operations of all Information Systems (IS) functions and responsibilities.
- Coordinates with county departments, agencies, and external organizations to improve operations, address needs, and resolve system-related issues.
- Develops and implements county-wide policies and procedures to ensure the effective operation and security of information systems.
- Prepares and manages the department budget, monitors expenditures, and maintains inventory of equipment and supplies.
- Purchases and maintains county-wide computer-related equipment, ensuring compatibility with approved IS programs and protocols.
- Designs and documents computer systems, oversees programming, testing, and validation of programs, and maintains county databases.
- Coordinates and oversees the configuration, implementation, and operation of related systems integral to the IS department's function.
- Prepares documentation for program users and provides user training as needed.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in computer science, information technology, or a directly related field from an accredited college or university, plus ten (10) years of full-time paid work experience in information systems, five (5) years in an administrative/supervisory capacity.

Preference may be given to candidates with experience in a local government setting.

2. Special Requirements:

May be required to pass a criminal history background investigation.

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Drive License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: information systems technology, practices, procedures, and applications; programming languages, network operations, SQL database design, internet development, and web-based systems.

Skill in: advanced operating of computer hardware and software.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise reasonable independent judgment and make sound decisions; direct, assign, supervise, and evaluate the work of others; address employee performance problems; initiate and impose disciplinary action as necessary; analyze, interpret, prepare and report financial data; analyze and solve complex problems; prepare and present reports; prepare and manage annual budget; make decisions and perform efficiently under pressure/deadlines; compose professional correspondence, reports, contracts, policies and other documents; work for sustained periods of time maintaining concentrated attention to detail; respond to emergency situations before and after regular work hours; operate computer hardware and applicable software; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with employees, vendors, other agencies, and the general public.

WORKING CONDITIONS

Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.