

DIRECTOR OF INFORMATION RESOURCES MANAGEMENT

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DEPARTMENT: Financial and Management Services/Information Resources Management

NATURE OF WORK:

Performs advanced professional and administrative work.

Manages the County's Information Technology program and telecommunications systems; performs complex professional and administrative work in the planning, development, implementation, and maintenance of information systems and related information resources operations; performs related work as required; supervises professional, technical, and support staff in Graphic Design, Publications Management, Data Processing, Telecommunications Management, Records Management, and an Information Center. Work is performed under the managerial direction of the Director of Financial and Management Services.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, oversees, coordinates, and directs the work of division staff, including professional, technical, and support employees.

Assists County offices in determining, defining, and fulfilling data processing, records, publications, graphics and telecommunications needs; manages the design and improvement of technical processes.

Analyzes systems to determine feasibility and most efficient design.

Develops policies and procedures for the information resources function, including communications, records, training, publications, and graphics.

Serves as County liaison for local and regional information technology planning, including consultation for organizations partially supported by James City County, such as courts, WAMAC, and the Williamsburg Regional Library. Consults with and forms plans with adjacent local governments on issues of mutual interest in information technology. Maintains an active role in community issues related to local government application of information technology.

Designs, coordinates, and evaluates training needs related to data processing, records, graphics, publications, and communications.

Evaluates present hardware and software and procedures in the data processing, records, graphic design, publications, and telecommunications areas and initiates or recommends changes.

Manages large systems procurement in the data processing, records management, and telecommunications areas from needs assessment through RFI/RFP/IFB preparation, systems evaluation, and implementation.

Develops and administers short- and long-range plans and operating and capital budgets.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates computer keyboard and other standard office equipment. Uses small tools to make repairs and adjustments to hardware.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the methods and techniques of computer programming, systems analysis and design, documentation, current computer languages, and the use and limitations of Information Technology equipment.

Thorough knowledge of computer networking systems and practices.

Thorough knowledge of modern management practices and procedures.

Considerable knowledge of training systems.

Knowledge of telephone and telecommunications systems and networks.

Skill in writing and documenting successful programs.

Ability to analyze operations and organize their component parts into a logical system.

Ability to organize and direct the work of others.

Ability to communicate well in writing and orally.

Ability to work well under pressure and in crisis situations.

Ability to establish and maintain good working relationships with various department users, vendors, and suppliers.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in computer science or related field, and extensive professional experience in systems analysis and programming work, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.