



Technology Director

Class code: 01107

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 19

I. Position Summary

Plans, organizes, and directs the County operations in all areas of technology including but not limited to information management, technological processes, policies and equipment.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities, and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides managerial leadership and selects, supervises, and evaluates staff. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other confidential personnel matters.
- Develops short and long-range plans, goals, and objectives for technological functions. Remains current on developments in the field. Coordinates department services with other departments and governmental agencies.
- Implements strategic, tactical and project processes consistent with County strategies and policies.
- Provides technology based training to County departments to meet changing system demands. Assists County departments in determining technological/computer needs. Provides advice and expertise regarding assigned operations to all County departments.
- Acts as Project Manager on systems development projects. Develops, recommends, and implements new computer systems; establishes schedules and priorities for system developments.
- Recommends policies, procedures, and performance standards to assure the efficient and effective uses of technology information within the County. Recommends and implements technology based solutions to County problems in all areas of County service.
- Prepares the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels. Oversees the purchasing of computer hardware and software for the County.
- Analyzes and recommends improvements to existing systems of the County. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations; maintains a back-up system to ensure security of data.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.

- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of practices, principles, and procedures of information management technology in business and computer systems design, development, and operation.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of appropriate computer equipment, languages, and software.
- Knowledge of the principles and application of statistical methods.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to establish and maintain effective working relationships with employees, County Commissioners, other agencies, and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in Computer Science, Business Administration, Public Administration or related field that offers an educational background in technology and management, Master's degree preferred AND seven years of executive, professional level experience in technology; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with acceptable driving record.

Physical Demands (Performance of the essential duties of this position includes the following physical demands and/or working conditions)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting in excess of 20 pounds of force occasionally and up to 20 pounds of force daily to move objects. Requires driving and travel.

Working Environments

Work is performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 7/18