



# LORAIN COUNTY COMMISSIONERS

Michelle Hung

Matt Lundy

David J. Moore



## Information Technology Director

The Lorain County Board of Commissioners has an immediate opening for an IT Director. The qualified applicant will work under broad supervision by the County Administrator and will plan and direct the personnel and operations of the IT and telecommunications department. Compensation starts at \$44.56/hour.

### Essential functions:

- Manages the Board of County Commissioners' computer network, the County's telecommunications system, and the Justice Center security system (e.g., monitors network infrastructure and analyzes data to ensure efficient operation);
- Plans for new construction and moves and replacement of equipment;
- Analyzes equipment requests submitted to the Board;
- Monitors and maintains servers;
- Monitors Internet bandwidth;
- Oversees IT and telecommunications projects and has the ability to articulate the needs of the County operations and develop detailed specifications/RFP's;
- Monitors and maintains the Board's website;
- Monitors contracted work to ensure such is properly completed;
- Serves as liaison between the Board and other officeholders on IT and telecommunications issues; serves as contact for vendors, contracts, and other county offices;
- Receives and responds to inquiries or requests for assistance from employees of the Board and representatives of other county offices;
- Prepares budget requests for telecommunications department and monitors expenditures to ensure such do not exceed funds budgeted;
- Prepares and maintains records, reports, and other documentation (fiscal, operational, recommendations, etc.);
- Conducts research on new technology and makes recommendations to the County Commissioners, County Administrator and department heads when applicable;
- Other duties as required and assigned.

### Supervisory:

- Supervises IT and telecommunications personnel by scheduling and assigning work, evaluating job performance, approving or denying leave requests, providing training, and receiving and attempting to resolve grievances (if applicable);
- In coordination with the HR Department, interviews and recommends the hiring of applicants;



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- Assists with the development and implementation of IT and telecommunications policies and procedures.

## Knowledge, Skills and Abilities:

- Ability to develop and execute a continuous technical plan of improvement, including short and long-term system plans and other related strategic goals. Encourage interdepartmental coordination and cooperation to improve program efficiency and effectiveness.
- Thorough knowledge of computer networking and network infrastructure requirements across multiple platforms and buildings;
- Ability to install, maintain and repair software and hardware;
- Knowledge of electrical installation, maintenance, and repair;
- Ability to operate various types of computers; test computer equipment;
- Comprehensive working knowledge of local, state and federal law governing the operation of county governments;
- Ability to clearly present and explain complex information verbally and in writing;
- Ability to maintain confidentiality and handle sensitive issues with discretion.

## Preferred qualifications:

- Previous related public sector experience in a municipal, county, or state.
- Experience in a union environment.

## Education and Experience:

- Bachelor's degree in Computer Science, Information Systems or closely related field required. Masters' Degree preferred.
- Five (5) years minimum managing an IT Department three (3) at a supervisory level required or progressively responsible experience; or an equivalent combination of education and experience.

## How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, [hr@loraincounty.us](mailto:hr@loraincounty.us) or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, OH 44035.

*Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.*