

SNOHOMISH COUNTY JOB DESCRIPTION

INFORMATION TECHNOLOGY DIRECTOR

Spec No. 1058

BASIC FUNCTION

Responsible for planning, organizing, coordinating and providing senior leadership and day to day management for the Department of Information Technology (DoIT).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs all operations of the department including business application development, desktop application development, enterprise information management, GIS application support and data conversion, computer systems operation and support, inter/intranet services, local area and wide area networking, planning, design and support help, help desk support, countywide records management and print, copy and mail services.
2. Provides leadership and a supportive environment to a committed professional staff, encouraging peak performance and technical excellence.
3. Achieves consensus and support for a "proper fit" in technology development and funding of enhancement programs within the County's established priorities.
4. Works with internal clients to understand technology needs and new opportunities, minimizing technology costs and applying technology in ways that enhance and streamline business plans, service improvements and increases customer access.
5. Promotes enterprise-wide cooperation and support for data sharing and delivery to the general public.
6. Facilitates a smooth transition to new systems and environments; coordinates life-cycle planning, investments and replacements.
7. Develops and implements standards that encourage operational consistency and reduced costs.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in computer science or closely related field; PLUS, eight (8) years' experience in information systems including at least three (3) years at a supervisory level; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- information technology, IT trends and strategies
- data processing programming languages and techniques
- advanced management principles relative to program planning, organization, budgeting and administration
- data processing needs and requirements of various governmental operations such as property assessments, tax collections, governmental accounting and criminal justice systems

Ability to:

- foster an environment that focuses on quality results while motivating, developing, supporting staff
- encouraging continuous improvement and strong commitment to the principles of trust, teamwork and collaboration
- communicate both written and verbally

SUPERVISION

The employee reports directly to the County Executive through the Deputy Executive. The employee is responsible for all operations of the department and the work is performed independently in conformance with the County Code. Work is reviewed through meetings, status reports and results obtained. Direct supervision is, exercised over subordinate managers and supervisors.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: 1977 as Systems Services Director Previous Spec No. 90
Revised and Retitled: 1982 Director of Information Systems and Technical Services
Revised and Retitled: May 1988 Information Services Director
Revised and Retitled: September 2018 Information Services Director
Revised: December 2001, November 2003; March 2016
EEO Category: 1 – Officials and Administrators
Pay Grade: 116 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous