



Information Technology Manager

Full Time Position starting March, 2018

The Henry County Commissioners are accepting applications for the position of Information Technology Manager to manage and direct the County's information technology functions in collaboration with the Commissioners and IT Committee. Position requires 40 hours per week.

Candidates must work with elected officials, all county offices, IT contractors, and vendors. Knowledge of management principles and practices; Microsoft operating systems; Microsoft Office software; virus and security software and other computer software; operating systems and applications; peripheral, devices and repair; network operations; computer installation and repair. Some outdoor, evening, night and on-call work will be required.

Candidates must possess an appropriate combination of education, training, course work and experience. An acceptable qualification is: No degree candidates will be four (4) years of related experience, Associate Degree in CS or technologies and three (3) years related experience, Bachelor degree in CS or technologies and two (2) years related experience. Candidates may be required to demonstrate required knowledge, skills, and abilities. Rate of pay – negotiable and includes full county benefits.

Full job posting is viewable at www.henrycountyohio.com. Application packets are available at www.henrycountyohio.com/ITEmploymentpacket.pdf or are available at the Commissioners' office from 8:15 a.m. – 4:00 p.m., Monday through Friday. Application paperwork along with a letter of interest, resume, salary requirement and three references must be submitted by Friday, February 23, 2018, at 4:00 p.m. to: commissioners@henrycountyohio.com, or can be mailed to: Henry County Commissioners, 1853 Oakwood Avenue, Napoleon, OH 43545.

HENRY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Henry County Commissioners

CLASSIFICATION TITLE: Information Technology Manager

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
FLSA TYPE	Computer Professional	REPORTS TO	Board of County Commissioners
CIVIL SERVICE STATUS	Unclassified	DIVISION	Information Technology
	ORC (124.11 (A)(3)(b))		

DISTINGUISHING JOB CHARACTERISTICS

Manages and directs the County's information technology functions in collaboration with the IT Committee. Maintains responsibility for efficient and effective operations and ensures information technology initiatives comply with the County's policy and performance expectations and are aligned with strategic goals. Provides technical advice, support and installation of networking and computer platforms. Receives daily directives and guidance from the IT Committee and reports to the Board of County Commissioners as the Appointing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.

Manages and directs the County's information technology department. Works in collaboration with the IT committee and committee chair to receive direction, discuss priorities, and ensure work complies with quality standards. Adheres to procedures as established by the IT committee and to policies as approved by the Board of County Commissioners.

Maintains responsibility for efficient and effective operations and ensures information technology initiatives comply with the County's policy and performance expectations, and are aligned with strategic goals. Develops IT policies and standards for information technology functions and for security of network, personal computers and data in collaboration with the IT Committee. Implements, interprets and enforces policies and standards. Manages and supports constructive change.

Participates in planning, researches and evaluates new technologies and effectively implements strategies to accomplish the County's goals. Works within goals or strategies, but with latitude to develop general procedures, consistent with policy and delegated authority.

Oversees the acquisition, implementation, and maintenance of the County's technical infrastructure. Advises departments on IT purchase needs and other related issues and coordinates installation with departments.

Supervises and coordinates IT contractors and vendors.

Establishes and maintains network users' user environment, directories and security.

Provides technical advice, support and installation of networking and computer platforms. Develops training materials and procedures, and trains users in the proper use of hardware and software. Provides computer orientation to new County employees.

Installs, inspects, and performs repairs to hardware, software, and peripheral equipment, following design or installation specifications. Sets up equipment for employees' use. Performs or ensures proper installation of cable, operating systems, and appropriate software. Modifies and customizes commercial programs for internal needs.

Determines source of computer issues, troubleshoots and resolves computer problems.

Maintains County website and email.

Develops and maintains proactive security and anti-virus measures to protect servers, networks and computers.

Maintains an accurate inventory of hardware and software utilized by the County.

Assists in the development and maintenance of accurate documentation of the County's computing environment.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

Computers; servers; scanners; network switches; printers; monitors; fax machines; copy machines; calculator; e-mail router; telecommunication system; satellite up/down link.

CONTACTS WITH OTHERS

Consultants; township trustees; elected officials; board members; other county employees; and other persons visiting or working with the Board of Commissioners

CONFIDENTIAL DATA

Social security numbers, medical records and other County records not covered by the Public Records Act.

WORKING CONDITIONS

Good office working conditions. Exposed to outside weather conditions when moving to and from County facilities, and when working on exterior IT infrastructure.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing the duties of this job, the employee regularly exhibits manual dexterity when typing and performing other tasks, and commonly talks and hears when dealing with job contacts. The employee frequently sits for extended periods of time, and regularly stands and walks. The employee regularly lifts up to fifty pounds.

Vision demands include close, relatively detailed vision, with the ability to adjust focus when typing or reading a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: management principles and practices; Microsoft operating systems, Microsoft Office software, virus and security software and other computer software, operating systems and applications; computer hardware, peripheral, devices and repair; network operations; computer installation and repair.

Ability to: apply management principles and practices; train and coach others in computer applications; exhibit patience in working with persons of varying computer knowledge base; read, write and edit technical instructions; negotiate service and consultant contracts; improve processes within scope of authority; maintain confidentiality of confidential and sensitive information; work within approved budget; work independently and in a team environment.

Skill in: troubleshooting computer hardware and software problems; operating computers; application of job related software programs; communication skills with computer users.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Associates Degree in computer science or technologies and three years related experience in network and PC operating systems.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. Ability to successfully pass a background and driving records test.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Motor Vehicle Operator's License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Commissioner's President Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

_____/_____/_____
Employee Date

HENRY COUNTY APPLICATION FOR EMPLOYMENT

Instructions: Your interest in employment with our County is appreciated. This application is the initial step in the selection process and it will help the County assess your qualifications, work history, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to this application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. Please write legibly. If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation. Please note that this completed form will become a public record when submitted to the County.

Policy of Non-Discrimination: Henry County is an equal employment opportunity employer and complies with the Civil Rights Act, the Americans With Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, genetic information, veteran or military status, or physical and mental disability. If you feel that you have been discriminated against in some manner, you are encouraged to report the incident immediately to the ADA Coordinator or Appointing Authority.

Information About You

Name _____
Last Middle First

Current Address _____
Number Street City Zip Code

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

E-mail: _____ Are you over 18 years old ? Yes _____ No _____

Have you ever been employed by Henry County? Yes _____ No _____ If yes, which department? _____

Do you have any secondary employment that will continue if you are hired by this department? Yes _____ No _____

If yes, list the nature of the secondary employment _____

Are you eligible for employment in the United States? Yes _____ No _____ *[If hired, you'll be required to provide proper identification and verification of employment eligibility]*

Your Employment History

Present or Most Recent Employer

Name of Organization Type of Business () Telephone Number

Supervisor's Name/Job Title Your Job Title

_____/_____/_____ to ____/____/_____ Are you still employed with this organization? Yes _____ No _____
Dates Employed

Your pay rate or salary _____ annual/ hourly Other income from this employer such as bonuses, etc. _____
[circle one]

Briefly Describe Your Job Duties _____

About The Job For Which You Are Applying

You will be given a copy of the job description for the job for which you are applying. Please review the description so that you understand particularly the essential duties and qualifications for the job. Proceed in answering the remainder of questions on this application form.

Can you perform the essential functions of the job [either with or without a reasonable accommodation]? Yes ___ No ___

If no, please describe: _____

Do you feel that you will need additional training in any areas to effectively perform the job? Yes ___ No ___

Explain: _____

Expected Hourly Rate: _____ Do you want: Full-time ___ Part-time ___ Temporary ___ Intermittent ___ Any ___

If hired, when will you be available to work? ____/____/____ List any schedule restrictions: _____

List all job equipment [listed on the description] which you are qualified to operate

Applicant Acknowledgement

Please read the statements below, and upon your understanding and agreement, sign in the space provided. No application will be considered which is not signed.

By signing below, I verify that all of the information I've provided is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. I understand that if I am hired, and the County subsequently discovers that information provided on this application is inaccurate or incomplete, this may be sufficient cause for me to be separated from employment.

By signing below, I acknowledge understanding that if I am selected for a job interview, the department with whom I am seeking employment reserves the right, and may assess my criminal history at any time during, or after the job interview, and the appointing authority may condition my eligibility for the job based on my criminal history in consideration of the nature of the conviction and other factors permitted or required by EEOC regulations and applicable law.

I acknowledge that if I am asked about my criminal history, my failure to provide an accurate and complete history will be considered dishonesty, and will result in my being disqualified from employment. Likewise, my failure to give written authorization for Henry County to conduct a criminal background check, if required, will result in my being disqualified from further consideration for employment.

I further understand that this application is not a contract of employment, and that employment with the County does not constitute a contractual employment relationship, and that any term, condition or benefit of employment may be rescinded or changed, except as otherwise required by law.

_____/_____/_____
Applicant's Signature Date