

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Deputy Director, IT	<u>CLASS NUMBER:</u> 80046	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N22	<u>POSITION CONTROL #:</u> 100800
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Operating Officer (100150)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Network Operations Manager (100820)	Data Systems Supervisor (100860)	
Administrative Officer (100830)	Deputy Director Customer Service (108110)	

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Align Information Technology (IT), Fiscal, and Project Management Office (PMO) objectives and programs to enterprise objectives and strategies. Develop overall business plan for IT in order to support organizational growth and efficiencies. Serve on the executive team in order to plan and implement agency-wide leadership activities. Provide highly responsible and complex administrative support to the Agency Director and Chief Operating Officer. Establish and interpret agency-wide program policies. Help agency divisions plan and implement effective management relationships with strategic audiences. Optimize costs of IT services through a mix of internal and external resources to maximize budget.

Direct all IT development and improvement functions of the enterprise including data, data centers, archives, records retention, imaging, hardware, software, staffing, development, project management, networking, communications, operations, security, scheduling, disaster recovery, budget, policy and integrity. Plan, direct and manage staff. Set overall direction and implement strategies for IT and PMO, as needed. Identify a business model for IT and implement procedures to realize the model. Ensure staff has sufficient and up-to-date information. Identify problems, make decisions and interpret results based on quantitative techniques. Continuously upgrade IT business development techniques and enhance the agency's knowledge base by participating in training and educational initiatives. Define the agency's IT goals for the short, medium and long term. Coordinate with other divisional heads to implement IT business model. Work closely with Fiscal and have an understanding of county finance operations.

Use various management and quality assurance strategies to improve the IT functions of organization and to input controls and changes. Use research tools, operations analysis, data processing, statistics and economics to accomplish goals. Apply organizational theories to solve various IT business issues. Foresee future opportunities for change while remaining current on trends and concepts in the IT sector. Improve quality and productivity by streamlining IT systems and processes. Utilize sound decision-making practices.

Maintain clear and effective communications with executive staff, applicable state, county and local IT departments and staff, hardware and software vendor personnel, and others to keep abreast of advancements in technology and to ensure the needs of agency are met. Participate in various internal and external meetings. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management; work force planning; safety practices; public relations; agency policy and procedures; business; electronic data processing. Skill in equipment operation. Ability to understand system of mechanical or other procedures; interpret extensive variety of technical material in books, journals and manuals; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use statistical analysis; read simple sentences with common vocabulary; comprehend simple sentences with common vocabulary; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone on most tasks; establish friendly atmosphere as supervisor of work unit; establish friendly atmosphere as division or large section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in management, computer systems technology or related field and seven (7) years of progressively responsible experience in project management, information technology management, or hardware or software development; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date