

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Information Technology	<u>CLASS NUMBER:</u> 80045.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 111005
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (111000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Senior IT Manager (111002)		

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 preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Work closely with the Franklin County Data Center to provide direction impacting all hardware, software, and any other IT related functions. Lead development of IT strategy, policy, and roadmaps for the Franklin County Office on Aging network, virtualization, storage, cloud, and related infrastructure assets, including support structures like physical space, cooling, and power in conjunction with the Franklin County Data Center. Assist the managers and staff of each department. Maintain knowledge of developments in hardware and software and incorporate new developments. Work directly with the Franklin County Data Center regarding any new systems as it relates to the long-term direction of IT. Oversee programming of software and discuss with developers to meet the organization's objectives. Oversee new IT projects and contribute insight to manage contract compliance with vendors. In conjunction with the Franklin County Data Center, assist on the direction of the design, development, and maintenance of systems, programs, equipment, and software to meet Franklin County Office on Aging. Consult with director and others as needed to review division activities, provide recommendations, resolve problems, and receive advice/direction. Define the agency's IT goals for the short, medium and long term. Assists with the implementation and administration of policies and procedures in accordance with department rules and regulations. Manage, direct, and evaluate assigned staff. Address employee concerns, direct work, counsel, address and recommend corrective action, and complete employee performance evaluations.

Excellent analytical and problem-solving skills in Enterprise IT technical areas to solve high-priority problems and lead highly-visible incident resolutions. Excellent technical knowledge of contemporary industry best practices and procedures in IT infrastructure and security. Clearly conveys and receives information and ideas. Actively supports a diverse, equitable and inclusive culture. Proactively applies an equity and inclusion lens to how the agency approaches team building, processes, and service delivery. Diligently follows through on commitments and consistently meets deadlines. Ensures designs are detailed and thorough and projects run well; also ensures teammates are getting what they need for projects and mentoring. 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 define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manual; deal with many variables & determine specific action; understand manuals & verbal instructions, technical in nature; prepare meaningful, concise & accurate reports; use proper research methods in gathering data; prepare & deliver speeches before specialized audiences & general public; originate instructions & specifications concerning proper uses of machinery; 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 in computer science, information systems, or relevant discipline and seven (7) years of hands on IT experience with one (1) year of management experiences or any equivalent combination of training and experience. An active industry leading certification.

Additional Requirements

Position requires occasionally working outside of business hours (i.e. requires some late nights and weekends for the maintenance). Must have and maintain a valid driver’s license, with accessible vehicle during working hours.

Supervisory Responsibilities

Provide extensive supervisory efforts for their assigned team in collaboration with direct manager and Franklin County Office on Aging agency HR liaison. Set and maintain high expectations for teams and for individuals in terms of work quality and quantity. Develop staff skills via ongoing assessment and utilization of training budgets. Collaborate with agency HR liaison on employee corrective action as outlined in policy and/or applicable contract. Manages direct staff functions including; development and motivation, activity tracking, hiring, performance appraisals, and promotions. Demonstrate Franklin County Office on Aging values and promote the vision and mission of the organization with staff.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

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