

INFORMATION TECHNOLOGY DIRECTOR (IT)

JOB SUMMARY

This position is a department head level position, which reports directly to the Board of Selectmen and is responsible for the overall planning, organizing, and execution of all IT functions for all Town Departments. This includes directing all IT operations to meet the requirements of department heads and employees as well as the support and maintenance of existing infrastructure, applications, and development of new technological solutions. Communication and consultation with the Board of Selectmen monthly.

The definition of Information Technology (IT) is the study, design, development, application, replacement, implementation, support and/or management of telecommunication, data technology (digital), and computer-based information systems. This may include, but is not limited to, network administration, software development and installation, and the planning and management of an organization's technology life cycle, by which hardware and software is maintained, upgraded and replaced.

SUPERVISION RECEIVED

The IT Director works under the direction of the Board of Selectmen but also exercises considerable independent judgment when carrying out the responsibilities of the position.

SUPERVISION EXERCISED

Support and maintenance will be with the assistance of an outside individual or company as the IT Director feels necessary.

With the approval of the department head, works with identified department personnel to delegate appropriate items to be handled within the department and without the direct involvement of the IT director.

PRIMARY DUTIES

Report to the Board of Selectmen monthly to review strategic goals, initiatives, necessary changes and future needs of the IT systems.

Meet and consult with department heads, employees, and others to evaluate IT systems' requirements for current and future needs and recommend improvements.

Assist in recruiting, hiring and managing outside support and maintenance individual or company.

Oversee the development, design, and implementation of new applications and changes

to existing computer systems and software, telecommunication systems and data technology.

Responsible for the ordering, acquisition, inventorying, and disposition of hardware and software.

Serve as the primary contact with outside vendors of IT products.

Maintain the integrity and continual operation of IT systems.

Maintain security and privacy of the information systems, communication lines and equipment.

Prepare and manage IT operational budget.

Other duties, not listed, may be assigned by the Board of Selectmen after concurring with the IT Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Qualifications - To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. To maintain the security of sensitive information seen or heard in various departments in the town especially the Police Department.

Management Skills - Sound judgment, initiative, detailed-oriented & documented working experience with Information Technology including but not limited to installation, maintenance, support, system development and troubleshooting.

Language Skills - Ability to read, analyze, and interpret technical manuals and procedures. Ability to effectively present information and respond to questions from department heads, employees, town officials, and the Board of Selectmen.

Technical Skills - Broad knowledge of information technology processing systems, concepts, and methodologies. Demonstrated aptitude for learning new technologies and techniques.

Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract concrete variables.

MINIMUM QUALIFICATIONS

Education and/or Experience - Minimum of a four year degree from an accredited college or university in computer sciences, business administration, public administration, mathematics or other related fields and at least five years experience in information technology management and/ or and equivalent combination or training and experience.

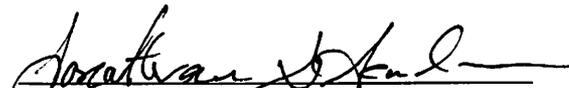
PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

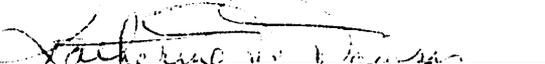
Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to fingers, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

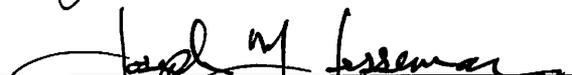
Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.

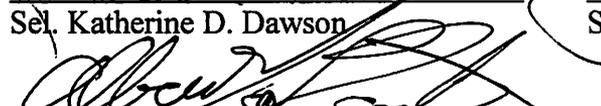
Date Adopted: April 10, 2014


Sel. Patricia Consentino


Sel. Jonathan G. Scanlon


Sel. Katherine D. Dawson


Sel. Joseph M. Jesseman


Sel. Albert LaPlante

TILTON BOARD OF SELECTMEN