



Job Vacancy

Director, IT Information Technology Department

Job Description: Under limited supervision, manages, monitors, operates and maintains all IT functions for the City of Lancaster, including all departments, servers, end-user support, data security, and IT purchasing. Also, operates and maintains the city's data processing system, ensuring efficient, effective, and secure city-wide operations.

ESSENTIAL JOB FUNCTIONS

- Manages the City's data processing system and PC network, ensuring efficient, effective and secure operations; administers and manages all City related firewalls and networks as it relates to system security as a whole.
- Serves as the point of contact and administrator for all vendors/employees access into City related equipment and/or the City's network.
- Maintains an accredited certification from the Criminal Justice Information Services branch to ensure proper security measures are in place on all public safety equipment and within the public safety network, as it pertains to laws set forth by SLED and FBI.
- Ensures proper security measures are set forth with local and offsite backups, including software programs and databases that contain confidential and sensitive information.
- Manages all data system's security; maintains connectivity of systems; ensures proper system backup operations; troubleshoots and resolves system problems, etc.
- Directly supervises the Information Technology Technician who installs hardware and software; responds to system messages; end-user support, and any other job-related duties.
- Creates, maintains, and approves all budget items related to City Wide IT service contracts, equipment purchases, large CIP purchases, GIS operations, and an individual IT Department regular budget including all IT related purchases and expenses.
- Attends meetings and voice conferences with all IT related vendors City wide and manages the planning and coordination of all new IT related devices, and components.
- Coordinates, manages, and approves various tasks with the City's contracted computer services provider, including identifying and resolving server / software problems, planning new or enhanced system programming, establishing programming priorities and communicating software operating instructions to system users.
- Manages and Coordinates all IT related projects City-wide, that directly or indirectly involves the IT infrastructure or is associated with City information technology; serves as the project manager of all IT projects and how it relates to the integrity of the City's IT network, system, and security.
- Develops and maintains written standards for personal computer hardware, software, and peripheral equipment.
- Develops and maintains written standards, policies, and procedures for end-user technical support.
- Performs general administrative/office duties as required, including answering the telephone, typing reports and correspondence, entering computer data, copying and filing documents, faxing information, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other City department heads and employees, and general public.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

- Knowledge of the methods, procedures, and policies of the City as they pertain to the performance of duties of the IT / Data Security Manager.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the reports, records, and/or forms which must be prepared, processed and maintaining in order to meet CJIS, SCDOR, OSHA, EEOC, and other requirements.
- Knowledge of the concepts and principles of business and personnel procedures as related to the specific duties of the job.
- Knowledge of and expertise in computer systems, software utilization, and the applications and processes involved in the same.
- Knowledge of proper English usage, punctuation, spelling, and grammar.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing.
- Knowledge of the terminology and various professional languages used within the department.
- Skilled in the development, organization, and maintenance of various confidential records and information as required.
- Skill with organization, technology, and human relations.
- Skilled in discovering computer and related problems and providing solutions to such difficulties.
- Ability to handle required mathematical calculations.
- Ability to produce quality work which requires constant attention to detail.
- Ability to offer assistance to co-workers and employees of other departments as required.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency; Ability to understand and use computer applications and techniques as necessary in the completion of daily assignments.
- Ability to determine the types of computer equipment, hardware and software needed by various City departments.
- Ability to use and maintain a variety of office equipment.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble information and make written reports and records in a concise, clear, and effective manner.
- Ability to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.
- Ability to react calmly and quickly in emergency situations.

Desirable Education and Experience: Associate's Degree supplemented by five (5) years of responsible experience in Information technology work, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. The following certifications are required: All Microsoft Certifications, Data Security Certifications, Local Area Security Officer Certifications.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) or at the One Stop Career Center at 705 North White Street, Lancaster, SC. Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range	
221	\$33.99 to \$42.49	