

**CLASSIFICATION SPECIFICATION**  
**LORAIN COUNTY**  
 An Equal Opportunity Employer

**TITLE:** Information Technology Supervisor  
**CLASS NO.:**

**JOB RESPONSIBILITIES:** Under general direction of Director of Information Technology, installs, inspects, and makes repairs on a variety of communications and electronic equipment, including most complex or difficult repairs; assists IT Director with coordination and maintenance of computer/IT systems; operates electronic testing equipment; supervises lower level technicians; maintains records on installations and repairs performed on equipment; ensures adequate levels of supplies are maintained and maintains inventory records.

**Performs other related duties as required**

**QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):**  
 Associate's degree in electronic technology, information technology, or other related discipline, plus two (2) to three (3) years of experience installing and repairing electronic and telecommunications equipment, or equivalent, plus one (1) year of supervisory or project management experience preferred; and past experience with 9-1-1 Emergency Systems/Computers preferred.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**  
 Must possess and maintain a current valid Ohio driver's license and maintain continuing eligibility for insurance coverage under the County's vehicle insurance policy.

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
45-55	1. Installs and repairs a variety of computer, electrical, electronic, and communications equipment, including most difficult or complex installation and repair projects (e.g., closed circuit video systems, television equipment, remote control security systems, personal computers, servers, telephone systems, etc.); utilizes electronic test equipment to perform testing (e.g., multi meters, digital VTVM, oscilloscopes, etc.); etc.	1. <b>Knowledge of</b> (a) electrical/electronic repair, (b) computer hardware and software, (c) electronic test equipment, (d) safety practices and procedures, (e) department policies and procedures;* <b>skill in</b> (f) the use or operation of computer hardware and software, (g) the use of electronic testing equipment and instruments, (h) the use of hand tools and small power tools; <b>ability to</b> (i) interpret extensive variety of technical material in books, journals, and manuals, (j) deal with problems involving several variables within familiar context, (k) define problems, collect data, establish facts, and draw valid conclusions, (l) exercise independent judgment and discretion,

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15-20%	2. Assists IT Director with management of lower level employees and coordinates system activities (e.g., trains and orients employees; interviews candidates for employment and recommends their hire; develops work procedures; assists with the development of policies and procedures related to the use of computers and peripheral equipment, etc.).	1. (continued) (m) determine material and equipment needs, (n) calculate fractions, decimals, and percentages, (o) work alone on most tasks, (p) exert 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects, (q) travel to and gain access to work sites.  2. <b>Knowledge of</b> (a), (b), (c), (d), (e)*, (r) basic principles of management, (s) computer operations, (t) data processing techniques, (u) data security, (v) employee training and development; <b>skill in</b> (f), (g); <b>ability to</b> (i), (j), (k), (w) prepare accurate documentation, (x) communicate effectively, (y) develop and maintain effective working relationships.
15-20%	3. Establishes procedures and policies for computer systems operations and serves as a liaison between systems users, vendors, officials, service personnel, etc.; evaluates proposed computer applications and establishes priorities; troubleshoots systems for problems and develops solutions; coordinates service with vendors.	3. <b>Knowledge of</b> (a), (b), (c), (d), (e),* (s), (t), (u), (z) public relations; <b>skill in</b> (f), (g); <b>ability to</b> (i), (j), (k), (l), (m), (w), (x), (y).
10-15%	4. Serves as the lead/primary Information Technology Technician for the County 9-1-1 Agency (e.g., maintains 9-1-1 communication system and related electronics/computers; troubleshoots issues with system; assists with planning for and implementation of changes to system; etc.)	4. <b>Knowledge of</b> (a), (b), (c), (d), (e),* (u), (aa) 9-1-1 system design, maintenance and procedures; <b>skill in</b> (f), (g), (h); <b>ability to</b> (i), (j), (k), (l), (n), (o), (p), (q), (w), (x).

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{ 10/27/2016 CLLORBC 00181049.DOCX }

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5-10%	5. Operates electronic testing equipment (e.g., oscilloscopes, voltmeter, wattmeter, signal generators, analyzers, etc.) to analyze and/or repair electronic problems; assists with the development of improved equipment and methods of repair.	5. <b>Knowledge of</b> (a), (b), (c), (d), (e);* <b>skill in</b> (f), (g), (h); <b>ability to</b> (i), (j), (k), (l), (n), (o).
5-10%	6. Maintains records and logs on equipment installation and repairs; prepares periodic reports on activities; ensures files are updated on equipment installation and repair; maintains updated equipment repair manuals.	6. <b>Knowledge of</b> (e);* <b>ability to</b> (i), (j), (k), (l), (n), (o), (w)
0-5%	7. Completes special projects as may be required; assists with agency operations.	7. <b>Knowledge of</b> (a), (b), (c), (d), (e)*, (u), <b>skill in</b> (f), (g); <b>ability to</b> (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), (u).
0-5%	8. Requisitions parts as needed; maintains inventory of parts and supplies.	8. <b>Knowledge of</b> (e);* (u) inventory control; <b>ability to</b> (m), (w).

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