

# CLASSIFICATION SPECIFICATION

**LORAIN COUNTY**  
An Equal Opportunity Employer

**TITLE:** Information Technology Director  
**CLASS NO.:** 11261

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**JOB RESPONSIBILITIES:** Under administrative direction, plans for and directs the personnel and operations of the telecommunications department; ensures the efficient operation of the Commissioners' computer network and the County's telecommunications system; serves as liaison between the Board and other officeholders on IT and telecommunications issues.

*Performs other related duties as required*

**QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):**  
Bachelor's degree in Computer Sciences, Information Technology, or other related discipline, plus five (5) years of responsible IT experience, including experience in the supervision of technical personnel, or equivalent.

**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.

% OF TIME	<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]
40-60	1. Manages the Board of County Commissioners' computer network, the County's telecommunications system, and the Justice Center security system (e.g., monitors network infrastructure and analyzes data to ensure efficient operation; conducts research on new technology and makes recommendations; plans for new construction and moves and replacement of equipment; analyzes equipment requests submitted to the Board; monitors and maintains servers; monitors Internet bandwidth; oversees IT and	1. <b>Knowledge of</b> (a) information technology, (b) telecommunications, (c) computer networking and network infrastructure requirements, (d) safety practices and procedures, (e) department policies and procedures,* (f) electrical installation, maintenance, and repair, (g) hardware and software installation, maintenance, and repair; skill in (h) operation of computers and computer test equipment, (i) use or operation of hand tools; ability to (j) interpret extensive variety of technical material in books, journals,

**TITLE:** Information Technology Director Developed by Clemans, Nelson & Associates, Inc.  
**CLASS NO.:** 11261  
Columbus, Ohio 43017

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**DAS Approval**  
**Date** \_\_\_\_\_

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<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]
	1. (continued) telecommunications projects; monitors and maintains the Board's website; monitors contracted work to ensure such is properly completed; etc.).	1. (continued) and manuals, (k) deal with a variety of variables and determine specific action, (l) recognize unusual or threatening conditions and take appropriate action, (m) define problems, collect data, establish facts, and draw valid conclusions, (n) exercise independent judgment and discretion, (o) calculate statistics, (p) prepare accurate documentation, (q) communicate effectively, (r) develop and maintain effective working relationships, (s) travel to and gain access to work sites.
20-30	2. Supervises IT and telecommunications personnel by scheduling and assigning work, evaluating job performance, approving or denying leave requests, providing training, and receiving and attempting to resolve grievances; interviews and recommends the hiring of applicants; assists with the development and implementation of IT and telecommunications policies and procedures; assists with the completion of projects or assignments.	2. <b>Knowledge of</b> (a), (b), (c), (d), (e),* (f), (g), (t) supervisory principles and practices; <b>skill in</b> (h), (i); <b>ability to</b> (j), (k), (l), (m), (n), (o), (p), (q), (r), (s).
5-10	3. Serves as liaison between the Board and other officeholders on IT and telecommunications issues; serves as contact for vendors, contractors, and other county	3. <b>Knowledge of</b> (a), (b), (c), (e),* <b>skill in</b> (h), (i); <b>ability to</b> (j), (m), (n), (q), (r), (s).

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	3. (continued) employees; receives and responds to inquiries or requests for assistance from employees of the Board and representatives of other county offices.	
5-10	4. Prepares budget request for telecommunications department and monitors expenditures to ensure such do not exceed funds budgeted; prepares and maintains records, reports, and other documentation (fiscal, operational, recommendations, etc.).	4. <b>Knowledge of</b> (a), (b), (c), (e),* (u) budgeting; <b>ability to</b> (m), (n), (p), (v) maintain records according to established procedures.
5-10	5. Reviews professional publications and attends conferences, seminars, workshops, etc., to keep apprised of developments in the fields of IT and telecommunications.	5. <b>Knowledge of</b> (a), (b), (c), (g); <b>skill in</b> (h), (i); <b>ability to</b> (j), (m), (n), (s).