



## INFORMATION TECHNOLOGY MANAGER

**JOB CODE: 20064**

**PAY GRADE: 25**

**PAY RANGE: \$64,800 - \$103,680**

### GENERAL DESCRIPTION

Under the general supervision of the Director of Information Technology, the primary focus of this position is to provide professional division level oversight for employee assistance regarding IT service, projects, or application and infrastructure. Work is reviewed through observation and results obtained. Specific job duties determined by assignment.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversees the activities of training, communication, change management, and Information Technology support;
- Plans and coordinates large, multi-divisional projects such as information technology application upgrades, Enterprise Resource Planning implementation, and building construction efforts;
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses;
- Assesses staffing needs, interviews, recruits, or assists in the recruitment and hiring of personnel
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Information Technology, Computer Science, Computer Technology, or related field
- 5 years' experience in a management or supervisory role in an IT related field with 2 years' supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to create reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist