

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT DIRECTOR INFORMATION TECHNOLOGY

**JOB CODE: 20004**

**PAY GRADE: CAP/AD**

**SALARY RANGE: \$126,602**

### GENERAL DESCRIPTION

Under the general supervision of the Director of Information Technology, this position is responsible to ensure the streamlined operation of the IT Bureau in alignment with the business objectives of the organization. This individual will plan, coordinate, direct, and design IT-related activities of the organization, as well as provide administrative direction and support for daily operational activities of the IT Bureau. The Assistant IT Director will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. This person will also define and implement IT policies, procedures, and best practices. In the absence of the Director, the incumbent will assume the responsibilities of directing the bureau and its functions. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- Lead IT Bureau operational and strategic planning, including forecasting organizational needs, fostering innovation, and planning large diverse organizational projects;
- Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems;
- Manage financial aspects of the IT Bureau, including purchasing, budgeting, and budget review;
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives;
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision;

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- Develop requests for proposal;
- Negotiate and administer vendor, maintenance, and consultant contracts and service agreements;
- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, and peripherals within a large diverse organization;
- Oversee provision of end-user services, including help desk and technical support services;
- Work with stakeholders to define business and systems requirements for new technology implementations;
- Direct research on potential technology solutions in support of procurement efforts;
- Keep current with the latest technologies;
- Approve and oversee projects and project portfolio;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

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 AND six (6) years' experience in information technology that includes customer service AND three (3) years' supervisory experience OR
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong technical knowledge of network and PC operating systems
- Strong technical knowledge of current network hardware, protocols, and standards
- Extensive application support experience
- Proven experience in IT infrastructure planning and development
- In-depth knowledge of applicable data privacy practices and laws



- Strong understanding of human resource management principles, practices, and procedures
- Strong understanding of project management principles
- Ability to conduct and direct research into IT issues and products as required
- Ability to present ideas in business-friendly and user-friendly language
- Ability to plan and organize the work of subordinate supervisors in a manner conducive to full performance and high morale as reflected in outstanding staff inspections
- Ability to promote and maintain effective relations with members of the Executive Staff, departments under the County Commissioners, the general public and other stakeholders
- Communication skills, both oral and written to communicate effectively at all levels of the organization and with outside agencies
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- 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
- Knowledge of General Orders, policies, and procedures of the Pinellas County Sheriff's Office
- 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
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist