HOOD RIVER COUNTY

A Small County with a big mission:
Providing Quality of Life for all.

FLSA Status: Exempt
Union: Non Union
Work Comp Code: Office Clerical-8810
EEO: 1-Financial Administration
Salary Range: 9F
Last Update: August 2022

JOB TITLE	Information Technology

Job Summary

Plans, manages and administers the activities and operations of all County information systems and equipment.

Essential Duties

- Performs all technical functions including networking, security, applications, and hardware administration including performing network, email and security design and administration; software application installation, configuration and maintenance; backup and recovery planning and administration; systems administration; and user support.
- Acts as a project manager for all IT related projects.
- Plans, implements and evaluates County IT systems and processes.
- Manages, recommends and evaluates vendors and products; administers vendor contracts; and acts as County technical liaison with software/hardware vendors.
- Establishes and maintains the division's information technology strategic plan including all computing, data, software, systems operations, and data/video communications systems; and establishes supporting standards and policies to assure system compliance.
- Reviews and coordinates software license and copyright agreements, and updates service/maintenance arrangements; contacts software vendors to obtain specifications, pricing, and other purchase-related information needed to guide departments in their selection of software; assists in negotiating site license and coordinating volume purchase arrangements.
- Provides IT training and support to County personnel.
- Performs other duties as assigned.

Knowledge and Skills

- Knowledge of computer, peripheral and software products, personal computer operating systems, network operating systems, and utility tools, and common software products.
- Knowledge of advanced principles and practices of computer science, information systems and telecommunications.
- Knowledge of the principles of systems analysis and design; hardware and software systems and components; the techniques and procedures of software and network support; operational characteristics of desktop, client-server, and network operating systems.
- Knowledge of methods and techniques of contract negotiation and administration.
- Knowledge of training methods and techniques.
- Knowledge of local, state and federal laws, rules, policies and regulations affecting the information infrastructure and related technology and systems in government institutions.
- Knowledge of principles and practices of budget preparation and administration.
- Ability to maintain a variety of computer platform and operating systems; detect, analyze and resolve computer software and network problems;
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

Minimum Qualifications

- Bachelor’s degree in information technology or related field.
- 8 years of generalist IT experience including network, security and applications experience.
- Valid Oregon Driver’s license.
- Or an equivalent combination of directly related education and experience.

Supervision Received and Exercised

- Supervision Received: County Administrator
- Supervision Exercised: None.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor, office environment and travels to other County offices. Employees are frequently exposed to typical non-physical office demands. Employees perform sedentary work.