

# Hood River County

## *Employment Opportunity*

Hood River County  
Human Resources, Administration Office  
601 State Street, Hood River, OR. 97031  
Phone: (541) 387-6829  
An Equal Opportunity Employer

---

February 2024

County Administration

### **Technology Services Director**

#### **The Position:**

Hood River is seeking a Technology Services Director to administer, plan and direct the activities and staff of the County's Technology Department. Qualified applicants will have a bachelor's degree in computer science or a closely related field. They would have 10 years of progressive responsibility in information technology services in large organizations providing oversight for policy and budget development. They would have skills in computer operating systems, cyber security, computer programming, computer networks and other computer-related areas. The qualified applicants will also be able to show their success in Project Management, maintaining effective working relationships with leadership, peers and subordinate team members. The successful candidate will also be able to show success in preparing and maintaining technology services strategic plans, oversight of an enterprise software systems, maintaining inventory of all technology services assets to include procurement and disposal. This position reports to the County Administrator and will be a member of the County's Management Team. The role currently oversees the staff and operations of Hood River County Technology team.

#### **About the County:**

Hood River County was established in 1908 as the thirty-fourth county in the State. Named for the Hood River, a tributary that flows into the Columbia River, the 534 square mile county is the second smallest County by land area in Oregon. The County's population is about 25,000 and the local economy is based on agriculture, tourism, industry and services.

Hood River County is a scenic wonderland of natural beauty just 60 miles from Portland. Residents and visitors are drawn to the year-round outdoor recreation, dramatic vistas, excellent school system, historic landmarks, fantastic food, wine and beer. Hood River County is considered by many to be one of the most beautiful counties in Oregon, boasting an exceptional quality of life.

Salary depending on experience: \$95,891/year – 153,525/year

**Applications:** Applicants must complete a Hood River County application. Job packets may be accessed on line at [www.hoodrivercounty.gov](http://www.hoodrivercounty.gov), Services – Employment Tab. Completed applications may be returned electronically to [hr@hoodrivercounty.gov](mailto:hr@hoodrivercounty.gov), mailed to Hood River County Human Resources, 601 State Street, Hood River, OR. 97031

Position is open until filled; first review of applications will occur on March 10, 2025.

**Hood River County is an equal opportunity employer.**



## HOOD RIVER COUNTY

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

FLSA Status: Salary
Union: Non Union
Work Comp Code:
EEOC:
Salary Range:
Last Update: November 2024

<b>JOB TITLE</b>	Technology Services Director
------------------	------------------------------

### Job Summary

The purpose of this position is to manage the County's technology services operations with cyber security and 24/7 operability at the forefront. This position is responsible to direct the activities of the County's Technology Services Division; oversee the development and technical/operational support of systems in a multi-server environment, applications, and support services to computer users in all County departments; coordinate assigned activities with other County departments and outside organizations; maintain, update and safeguard software applications and infrastructure; provide direction for the delivery of highly responsive, proactive administrative and technological support to County departments and divisions with high regard for secure, effective and efficient service to all internal and external customers; assure compliance with policies, standards, timelines and specifications.

### Essential Duties

- Plan, organize, schedule and direct work activities and assign personnel to perform work and projects in the Technology Services division.
- Provide technical expertise regarding assigned functions; formulate, develop, and modify policies and procedures.
- Develop and implement future strategic objectives and short-range technology plans and activities.
- Develop, prepare, and maintain the annual departmental budget for technology services; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines including the purchase of equipment and software; approve all technology services and network related purchases.
- Supervise the development of plans and bid specifications for implementation of hardware and software projects.
- Negotiate contracts with outside agencies, vendors, and other contractors.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
- Communicate with other managers, City personnel and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Provide support in analyzing, developing, testing, debugging, and installing application systems; consult with end-users to identify operating procedures and clarify program objectives. Interpret and apply complex technical information to everyday applications.
- Ensure end-user training programs for all system updates are in place and ongoing at all facilities.
- Prepare and maintain technology services strategic plan and participate in multiple agency technology services planning.
- Provide oversight on enterprise software implementations, long-range voice and communications strategies, and inventory of all technology services assets, including procurement and disposal
- Keep abreast of new computing technology and apply the technology to the City's systems where appropriate

### Knowledge and Skills

- Principles and techniques of systems analysis and computer programming.
- In-depth knowledge of data processing operations and network systems security; principles and techniques of systems analysis, safeguards and computer programming, relational databases, and client server concepts; user applications on computing system; disaster and back-up recovery for total system as well as application systems.
- Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals. Knowledge of supervisory methods and principles.
- Demonstrate understanding of principals and methods for effective project management.
- 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 computer science or a closely related field; 10 (Ten) years of relevant experience, with a minimum of six (6) years supervisory experience.
- Master's degree in Computer Science, Business, or a relevant field desired.
- Demonstrated success in providing support in one or more of the following areas: computer operating systems; cyber security; computer programming; computer networks; web site development; GIS; Auto-CAD; or third-party solutions
- Public sector experience in either a city or county environment desired.
- All applicants must be able to successfully pass a background check process
- 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: Department staff

#### 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 have minimal exposure to hazards. May intermittently stand, walk, kneel down, stop, bend at the waist and lift up to 20 lbs; may move components weighing up to 25 lbs (assistance is available to lift this weight).

# Application for Employment

# HOOD RIVER COUNTY

PLEASE PRINT

601 State Street

Hood River, OR 97031

E-Mail: [cheryl.berger@hoodrivercounty.gov](mailto:cheryl.berger@hoodrivercounty.gov)

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for:

Date of application:

Referral Source       Advertisement       Employee       Government Employment Agency  
 Walk-in       Relative       Private Employment Agency  
 HR County Web Site       Other (Name of source if applicable)

Name:

LAST

FIRST

MIDDLE

Physical Address:

STREET

CITY

STATE

ZIP

Mailing Address:

(type/write SAME if same as physical address)

STREET

CITY

STATE

ZIP

Telephone No.:

Mobile/Other Phone:

Email Address:

If necessary, best time to call you at home is..... AM  
PM

May we contact you at work?.....  Yes  No

If yes, work number and best time to call..... AM  
PM

If you are under 18, and it is required, can you furnish a work permit?.....  Yes  No

If no, please explain:

Did you serve in the US Military?.....  Yes  No

Have you ever been employed here before?.....  Yes  No

If yes, give dates..... From To

Are you legally eligible for employment in this country?.....  Yes  No

Date available for work?.....

Type of employment desired:     Full-Time     Part-Time     Temporary     Seasonal     Educational Co-op

Will you travel if job requires it?.....  Yes  No

Are you able to meet the attendance requirements of the position?.....  Yes  No

Will you work overtime if required?.....  Yes  No

If no, please explain:

# Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary).

#1 EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				
#2 EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				
#3 EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		
ADDRESS		FROM	TO	
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				
#4 EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		
ADDRESS		FROM	TO	
JOB TITLE				
IMMEDIATE SUPERVISOR AND TITLE				
REASON FOR LEAVING				
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER				

## Comments:

**Skills and Qualifications** —Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

## Educational Background (IF JOB RELATED)

**A.** List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major field of study. **F.** Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE / DIPLOMA	D. GPA / CLASS RANK	E. MAJOR	F. MINOR

## References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

NAME	TELEPHONE	YEARS KNOWN

## Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS, WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE INFORMATION, WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_