

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a
Position Description for an Existing
Position (I.T. Director)**

ORDER NO. 23288

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that the attached position description be adopted for the following position:

I.T. Director
Position Title

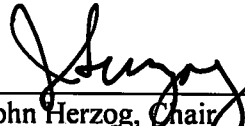
IT-A
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

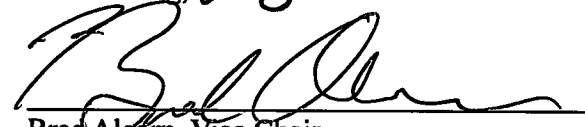
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of August 16, 2023.

DATED this 16th day of August, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

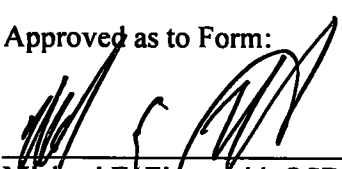


John Herzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Frost, Commissioner

CT2023-199
Curry County Clerk, Shelley Denney
Filed Date 8 / 23 / 23
Time 8:36 AM - 6 pages
Deputy J. S. Smith
S. Lindsey Harris

CURRY COUNTY

JOB DESCRIPTION

JOB TITLE: Director of Information Technology

EXEMPT: Yes

SALARY LEVEL: IT - A

SUPERVISOR: Director of County Operations

PREPARED BY: Director of County Operations

August 2023

POSITION SUMMARY:

This position is the Department Head for Information Technology ("IT") and is responsible for the performance and administration of County IT Services as well as planning, organizing and directing and overseeing the activities of the Department.

The qualified candidate will promote excellence, dependable performance, responsible employee services, pride, initiative, commitment, cooperation, safety and a team approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to the following:

Plan, direct, manage, and supervise the activities and operations of the IT Department, including systems development and maintenance, office automation, wide area network, voice and data communications, and technical support. Manages the development and implementation of short and long-term IT service plans for the County. Coordinates appropriately with other departments, outside agencies, and vendors.

Performs analyses and makes recommendations regarding cost and benefit estimates, conceptual design, schedules of implementation, network, hardware and software requirements, internal procedures and standards for County IT infrastructure. Manages, directs, and organizes the development, acquisition, implementation and operation of new and revised computer systems, software, and network security infrastructure.

Negotiates with regional, state, and federal agencies, as well as data, hardware, software and computing service vendors for use by Curry County IT. Provides cost-effective, high-quality IT strategies and solutions that contribute to the success of the organization.

Recommends the appointment of personnel; provides and coordinates staff training; works with employees to enhance technical knowledge and skills.

Develops, implements, and administers the IT Department budget; forecasts the need for additional funds for staffing, equipment, materials, and supplies.

Develop and manage departmental disaster recovery planning in coordination with County Emergency Management.

SUPERVISORY RESPONSIBILITIES:

This position is the Department Head for the County Information Technology Department, and supervises subordinate employees accordingly.

QUALIFICATION REQUIREMENTS:

Knowledge of –

IT systems technology and application.

Principles and practices of supervision, training, personnel management and planning.

Principles and practices of local government budget preparation and administration.

Design, implementation and effectiveness review of all security details for all network-connected systems.

State and Federal standards and regulations for network security.

Computer hardware and software characteristics, performance, evaluation, and vendors.

Complete understanding of all network routing protocols and related technologies.

Ability to –

Ensure that County IT infrastructure closely follows current industry standards and practices.

Work under the direction of the Board of Commissioners.

Establish and maintain effective working relationships with employees, subcontractors, and vendors.

Communicate clearly and concisely, both orally and in writing.

Analyze problems, identify root causes, alternative solutions and their consequences; develop action plans and implementation strategies.

Organize, administer, and perform IT infrastructure support activities.

Supervise, train and evaluate personnel.

Skill in –

Managing an IT program.

Preparing system designs to satisfy County requirements.

Troubleshooting and problem solving.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent from an accredited college or university with a focus in management of IT systems or a related field.

A minimum of 10 years of experience in the management of an IT organization.

Experience with local government budgeting is desirable.

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

COLA

Step Difference 3%

Longevity 1 3.25%

Longevity 2 3.50%

CURRY COUNTY
SALARY RANGES AND STEPS

FISCAL YEAR 2023-2024

	1	2	3	4	5	6	Longevity 7-10	Longevity 11+
A	2950	3039	3130	3224	3320	3420	3531	3655
	17.0192	17.5298	18.0557	18.5974	19.1553	19.7300	20.3712	21.0842
B	3169	3264	3362	3463	3567	3674	3793	3926
	18.2827	18.8312	19.3961	19.9780	20.5773	21.1947	21.8835	22.6494
C	3497	3602	3710	3821	3936	4054	4186	4332
	20.1750	20.7803	21.4037	22.0458	22.7071	23.3884	24.1485	24.9937
D	3715	3826	3941	4059	4181	4307	4447	4602
	21.4327	22.0757	22.7379	23.4201	24.1227	24.8464	25.6539	26.5518
E	3934	4052	4174	4299	4428	4561	4709	4874
	22.6962	23.3770	24.0783	24.8007	25.5447	26.3111	27.1662	28.1170
F	4043	4164	4289	4418	4550	4687	4839	5009
	23.3250	24.0248	24.7455	25.4879	26.2525	27.0401	27.9189	28.8960
G	4087	4210	4336	4466	4600	4738	4892	5063
	23.5788	24.2862	25.0148	25.7652	26.5382	27.3343	28.2227	29.2105
H	4208	4334	4464	4598	4736	4878	5037	5213
	24.2769	25.0052	25.7554	26.5280	27.3239	28.1436	29.0583	30.0753
I	4262	4390	4522	4657	4797	4941	5101	5280
	24.5885	25.3261	26.0859	26.8685	27.6745	28.5048	29.4312	30.4613
J	4371	4502	4637	4776	4920	5067	5232	5415
	25.2173	25.9738	26.7530	27.5556	28.3823	29.2338	30.1839	31.2403
K	4481	4615	4754	4897	5043	5195	5364	5551
	25.8519	26.6275	27.4263	28.2491	29.0966	29.9695	30.9435	32.0265
L	4535	4671	4811	4956	5104	5257	5428	5618
	26.1635	26.9484	27.7568	28.5895	29.4472	30.3306	31.3164	32.4124
M	4590	4728	4870	5016	5166	5321	5494	5686
	26.4808	27.2752	28.0934	28.9363	29.8043	30.6985	31.6962	32.8055
N	4808	4952	5101	5254	5411	5574	5755	5956
	27.7385	28.5706	29.4277	30.3106	31.2199	32.1565	33.2016	34.3636
O	5026	5177	5332	5492	5657	5827	6016	6226
	28.9962	29.8660	30.7620	31.6849	32.6354	33.6145	34.7070	35.9217
P	5245	5402	5564	5731	5903	6080	6278	6498
	30.2596	31.1674	32.1024	33.0655	34.0575	35.0792	36.2193	37.4869
Q	5464	5628	5797	5971	6150	6334	6540	6769
	31.5231	32.4688	33.4428	34.4461	35.4795	36.5439	37.7316	39.0522
R	5683	5853	6029	6210	6396	6588	6802	7040
	32.7865	33.7701	34.7832	35.8267	36.9015	38.0086	39.2439	40.6174
S	5901	6078	6260	6448	6642	6841	7063	7310
	34.0442	35.0656	36.1175	37.2011	38.3171	39.4666	40.7493	42.1755

T	6119	6303	6492	6686	6887	7094	7324	7580
	35.3019	36.3610	37.4518	38.5754	39.7326	40.9246	42.2547	43.7336
U	6338	6528	6724	6926	7133	7347	7586	7852
	36.5654	37.6623	38.7922	39.9560	41.1547	42.3893	43.7670	45.2988
V	6556	6753	6955	7164	7379	7600	7847	8122
	37.8231	38.9578	40.1265	41.3303	42.5702	43.8473	45.2724	46.8569
W	6665	6865	7071	7283	7502	7727	7978	8257
	38.4519	39.6055	40.7936	42.0175	43.2780	44.5763	46.0250	47.6359
X	6775	6978	7188	7403	7625	7854	8109	8393
	39.0865	40.2591	41.4669	42.7109	43.9922	45.3120	46.7847	48.4221
Y	6994	7204	7420	7643	7872	8108	8371	8664
	40.3500	41.5605	42.8073	44.0915	45.4143	46.7767	48.2970	49.9873
Z	7212	7428	7651	7881	8117	8361	8632	8935
	41.6077	42.8559	44.1416	45.4658	46.8298	48.2347	49.8023	51.5454
AA	7430	7653	7882	8119	8363	8613	8893	9205
	42.8654	44.1513	45.4759	46.8402	48.2454	49.6927	51.3077	53.1035
BB	7649	7878	8115	8358	8609	8867	9155	9476
	44.1288	45.4527	46.8163	48.2208	49.6674	51.1574	52.8200	54.6687
CC	8840	9105	9378	9660	9949	10248	10581	10951
	51.0000	52.5300	54.1059	55.7291	57.4009	59.1230	61.0445	63.1810
IT-A	12133	12497	12872	13258	13656	14066	14523	15031
	70.0000	72.1000	74.2630	76.4909	78.7856	81.1492	83.7865	86.7190