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 a New Position) ORDER NO. 23305
(Deputy IT Director))

WHEREAS, it is the recommendation of Philip W. Dickson, IT Director, that the attached position description be adopted for the following position:

| Deputy IT Director	T
Position Title	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 position, which description is attached hereto and incorporated herein by reference, is adopted.

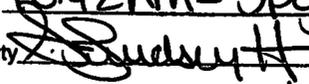**DATED** this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

_____
John Herzog, Chair
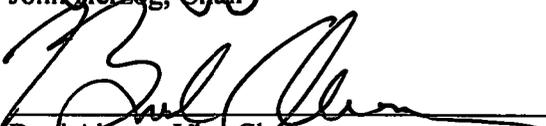
_____
Brad Alcorn, Vice Chair

Approved as to Form:

_____   _____
Michael E. Fitzgerald, OSB #950738   Jay Trost, Commissioner
County Legal Counsel

JOB TITLE: Deputy IT Director

EXEMPT: Yes
SALARY LEVEL: T
SUPERVISOR: IT Director
PREPARED BY: Director of County Operations   September 2023

POSITION SUMMARY:

The primary role of the IT Deputy Director is to ensure effective operations and services throughout the County IT systems. This is a hands-on position, with the Deputy Director managing the IT Service Desk and IT operations as assigned by the IT Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acts as primary technical lead person for the County's IT service desk functions. Provides technical expertise by maintaining a current knowledge of the County's hardware and software environment.

Analyzes and develops policies and procedures that outline how problems are identified, documented, assigned, and corrected. Monitors the status, performance and quality of ongoing and in-progress projects, systems and services. In conjunction with the IT Director, facilitates the procurement of hardware, systems software, and application software.

Conducts research on emerging products, services, protocols and standards in support of service desk technology procurement and development efforts. Liaises with vendors for the procurement of new systems technologies, oversees installation, and resolves adaptation issues. Works with members, vendors, consultants, and contractors, to understand priorities and set the right expectations for deadlines and status reporting.

Provides technical advice and assistance to County staff regarding technology infrastructure options and services issues. Acts as a resource to County staff. Provides end user support for Windows and PC based applications.

Assists in the preparation of program budgets based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Responsible for planning and scheduling the successful deployment of technology projects in conjunction with the IT Director by ensuring that technical designs are understood, tested, and implemented correctly.

Provides systems support for building and installing physical and virtual servers, configuring peripherals, services, settings, directories and storage, deploying security updates and patching, provisioning, performing network assessments, analyzing network traffic, maintaining Active Directory and 365 mail systems, performing backup services, and deploying group policies in accordance with industry standards and project/operational requirements.

Troubleshoot and maintain computer equipment and software as needed for all departments.

KNOWLEDGE, SKILLS AND ABILITIES:
Considerable knowledge of hardware capabilities and a wide variety of software applications, including the use of microcomputers and linked systems.

Considerable knowledge of methods, practices and techniques related to application support.

Experience with desktop and server operating systems

Working knowledge of a range of diagnostic utilities.

Ability to communicate effectively with other employees uses tact, courtesy, and good judgment. Ability to work with accuracy and attention to detail to meet deadlines.

Ability to ascertain user needs.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to understand and utilize complex data processing programs and systems.

Ability to estimate time required for projects. Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors, and representatives of other agencies.

Ability to physically perform assigned duties.

Provides back- up support to other positions in case of absence or work overload.

May provide guidance, assistance, and training to information services and other staff.

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Capability to handle complex personal interactions.

Performs other duties as assigned.

SUPERVISION RECEIVED:
This position works under the supervision of the IT Director, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:
Supervision of other employees is not the responsibility of an employee in this class, however, supervisory duties may be assigned upon the growth of the Department.

QUALIFICATION REQUIREMENTS:
Valid Oregon State driver's license or the ability to obtain reliable transportation to various sites within Curry County.

Must be able to pass a criminal background check and be able to obtain CJIS clearance.

EDUCATION AND/OR EXPERIENCE:
A candidate for this position should have a High School Diploma, a GED, or equivalent, a Bachelor's degree in computer science or related field, and three years of progressively responsible experience in providing IT Services, or any combination of education and experience that would provide the applicant with the required knowledge, skills, and ability to perform the job.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves prolonged periods sitting at a desk and working on a computer. Ability to lift and move printers, computers and monitors (approximately 50 lbs). Position requires driving to other locations from time to time.