



OKLAHOMA DISTRICT ATTORNEYS COUNCIL

Job Description Form

Job Classification:	Information Technology Division Director	Job Code:	999999
Division/Department:	Information Technology Division		
Location:	DAC/Oklahoma City		
Reports to:	Director, IT		

Level/Grade: Senior	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 hours per week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
-------------------------------	---	---

JOB DESCRIPTION

The Information Technology (IT) Division Director is responsible for managing the District Attorneys Council's (DAC) information technology support team, providing IT services for participating District Attorney and their staff members. The IT Director is responsible for the DAC Local Area Network (LAN) and Wide Area Network (WAN), as well as all attached workstations and peripherals. The IT Director is responsible for all DAC business applications and support thereof. The IT Director manages all IT projects and ensures that IT staff members complete required tasks. The IT Director reports current project status to the DAC Executive Coordinator, Technology Committee, the DAC Council, and the State Chief Information Officer (CIO). The IT Director offers IT solutions and makes recommendations on all IT projects to the Executive Coordinator, Technology Committee, the DAC Council, and the State Chief Information Officer (CIO) as needed. The IT Director approves all purchases at the division level, obtaining final approval from the DAC Executive Coordinator. The IT Director sets policies and procedures for all IT related disciplines. This position has independent judgment and decision making authority.

DUTIES AND RESPONSIBILITIES

- Performs tasks as assigned by the DAC Executive Coordinator, Technology Committee, the DAC Council, and the State Chief Information Officer (CIO).
- Responsible for managing the District Attorneys Council Local Area Network and the Oklahoma District Attorney Wide Area Network
- Responsible for the management of all network attached workstations and peripherals.
- Responsible for the management of all application software installed on DAC workstations and servers.
- Responsible for database administration of statewide case management system (CMS) and other business applications.
- Responsible for the administration of all relational databases on all DAC platforms.
- Responsible for managing the physical and operational security for all DAC IT facilities and systems.
- Responsible for providing excellent customer service and quality technology and business solutions.
- Develops IT Division budget.
- Supervises IT Division staff.
- Ensures IT Division staff completes required tasks and projects in a timely and effective manner.
- Applies for Grants and other financial assistance, and manages all grant projects.
- Reports project status to the DAC Executive Coordinator, Technology Committee and the District Attorneys Council
- Coordinates customer training
- Completes additional duties assigned by DAC Executive Coordinator
- Attends meetings as required.
- Performs other duties as related to information technology systems.

RELATIONSHIPS

Works under the direction of the DAC Executive Coordinator, Technology Committee, the DAC Council, and the State Chief Information Officer (CIO). This position requires excellent customer service and organizational skills to support administrative personnel, department supervisors, staff, and DAC customers. Promotes a positive work environment by maintaining respectful interactions with DAC members. This position requires the ability to function successfully in both team and independent work environments.

SUPERVISORY RESPONSIBILITIES

The IT Director supervises the Information Technology Division staff.

WORK EXPERIENCE REQUIREMENTS

- 5+ years managing operational service center, supporting a variety of hardware, operating systems, and software
- 5+ years managing IT Security
- 5+ years managing projects
- 5+ years developing IT budgets
- 5+ years customer service experience
- 5+ years managing IT staff
- Extensive experience writing technical and business related documents

EDUCATION REQUIREMENTS

A bachelors degree or higher from an accredited college or university in Computer Science, Information Systems Management, or a related field and five years experience managing information systems and technology personnel. Experience may substitute for education on a year-for-year basis as follows: graduation from high school or equivalent and ten years working in computer related areas, including management in one of the following: Network Administration, Database Administration, IT Project Management, IT Architecture, Applications Development, Data Center Administration.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is occasionally required to stand, walk, and assist the team with loading or unloading computer equipment. Specific vision abilities required by this position include close vision, color vision, depth perception, ability to adjust and focus, and the ability to see clearly at 20 feet or more.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to electronic equipment and moving mechanical parts, and the risk of electrical shock. Frequently handles emergency or crisis situations and may be subject to varying and unpredictable situations and work hours. The employee is subject to frequent interruptions, multiple calls and inquiries, and may occasionally handle absentee replacement on short notice. The noise level in the work environment is usually moderate.

Frequent in-state travel and occasional out-of-state travel may be required.

Reviewed By:

Title Director Of Information Technology

Approved By:

Title Executive Coordinator, DAC