



LEON COUNTY  
**Sheriff's Office**  
*Committed to Excellence*

**LEON COUNTY SHERIFF'S  
OFFICE**  
invites applications for the  
position of:

**Information  
Technology Director**

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**SALARY:** \$38.67 - \$63.84 Hourly  
\$3,093.95 - \$5,107.11 Biweekly  
\$80,442.75 - \$132,784.80 Annually

**DEPARTMENT:** Administrative Services

**DIVISION:** Information Technology

**OPENING DATE:** 11/27/19

**CLOSING DATE:** 01/23/20 05:00 PM

**GENERAL DESCRIPTION OF DUTIES:**

The position is a supervisory level position that is primarily responsible for the management and direction of Information Technology resources of the agency. The majority of the duties will include controlling and evaluating Information Technology, electronic data operations, ensuring technology needs are met for agency members, provide information systems access accounts to agency members based on assignment. This position is also responsible for the management of employees and subordinate managers/supervisors in IT and will provide for the overall direction, coordination, and evaluation of the IT Department. The member will also coordinate efforts to ensure compliance with all defined agency policies and procedures where related to technology and will immediately initiate appropriate action when deviations or potential deviations are discovered. This position adheres to the agency core values of honesty and integrity, accountability, teamwork, trust and respect and commitment to excellence. To be successful in this position, the employee must demonstrate competency in data entry and retrieval skills, time management skills, project management skills, advanced computer skills, general communication skills (both written and oral), inter-personal skills, customer service skills, problem solving skills, organization and planning skills, and must have the ability to handle highly confidential and sensitive information.. Starting salary negotiable up to 25 percent over minimum salary based on education, experience, and technological skills.

**ESSENTIAL DUTIES:**

1. Oversee all agency information system activities to include full systems development life cycle management of projects, systems analysis, programming, computer and auxiliary operations.
2. Assure the integrity of agency data and related intellectual property through information security and access management.
3. Direct the development, maintenance, and implementation of a data/disaster recovery plan.
4. Perform upper level administrative duties to include budgeting, correspondence, contract management, and reports.
5. Prepare, review and edit special project related documents and reports.
6. Identify needs and projects expenditures to meet agency goals and objectives; prepare operating budgets, reviews and monitors accounts of assigned area, and approves requisitions.
7. Provide oversight to IT staff. Review performance; provides support, coaching, guidance and counseling.
8. Analyze, resolve, or assist subordinates in resolving work problems as needed.
9. Assist in employee development.
10. Assign IT staff to duties according to workload by delegating the handling of special projects, scheduling and training.
11. Oversee allocation of resources.
12. Act as a liaison between IT and others areas in the agency, county and partner agencies.

13. Provide impact analysis and advice on proposed projects and modifications to priorities for the agency.
14. Keep apprised of changes in agency general orders, CJIS Security Policy, Public Records law, federal laws and regulations and Florida State Statutes. Determines how such changes will affect the department.
15. Set priorities and staff objectives. Develops, implements, and enforces policies and procedures, technical standards and methodologies as they relate to technology within the agency to increase quality, efficiency, and effectiveness.
16. Coordinate agency efforts to ensure compliance with all defined standards to include FBI CJIS Security Policy, County, State, and Agency. Initiates appropriate action when deviations or potential deviations from standards are discovered.
17. Oversee all aspects of hardware and software contract administration to include creation, negotiation, documentation, maintenance and interfacing with agency legal.
18. Strategically identify trends and changes in computer/systems technology and interprets their meaning to the agency.
19. Determine long term agency wide information technology needs.
20. Develop agency strategic plan and actively participate in long-range strategy planning for the agency for information needs, systems development, hardware acquisition and client/server computing applications.
21. Must have the ability to effectively lead and work under pressure. Must have excellent leadership, supervisory/management, interpersonal, project management, and organization and planning skills.
22. Ability to convey, apply, and demonstrate thorough knowledge of related practice, laws, regulations, and agency policies and procedures.
23. Ability to maintain requirements and required licensures and certifications as well as agency required in-service training.
24. Ability to adhere to the standards and principles of the agency's core values and professionally represent the agency.
25. Ability to report to work timely, consistently and as scheduled.
26. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.
27. Ability to support the agencies goals and objectives by utilizing advanced knowledge, technical expertise, discretion and independent judgment in performing the essential functions of the position.
28. Ability to handle highly confidential and sensitive information.
29. Ability to work closely with others as a team.
30. Ability to effectively communicate both orally and in writing.
31. Ability to provide professional customer service skills to both the public and agency members.
32. Ability to prepare and present clear, accurate, concise and objective written and oral reports.
33. Ability to meet requirements and maintain required licensures and certifications as well as agency required in-service training.
34. Ability to adhere to the standards and principles of the agency's core values and professionally represent the agency.
35. Ability to report to work timely, consistently and as scheduled.
36. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

### **ELIGIBILITY CRITERIA:**

- High school diploma or GED; required AND
- BS in Computer Science, Information Systems, Information Technology, or related field; required AND
- General working knowledge of the various systems and equipment; required AND
- Five years of recent progressively responsible computer and project management experience, three of which were in a managerial/supervisory capacity; required AND
- Excellent knowledge of technical management, information analysis; preferred
- Master's degree in related field; preferred
- Knowledgeable of the policies and procedures governing in-service training and higher education knowledge; preferred
- Ability to perform all required functions related to the efficient network administration of the specific network(s) installed in the agency; preferred
- Experience supporting public safety or 24/7 mission critical systems; preferred

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.leoncountysso.com>

Position #ITD-01  
INFORMATION TECHNOLOGY DIRECTOR  
SM

2825 Municipal Way  
Tallahassee, FL 32304  
(850) 606-3361

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