

IT Director

Job Status

Closed - no longer accepting applications

Job Closing Date

Tue, 04/30/2024 - 12:00 PM

[Back to Job Openings](#)

IT Director - FT -Starting salary from \$99,921.00/year

Hours Monday - Friday 8:00 am - 4:30 pm plus on call

General Statement of Position:

Oversees long term and day-to-day technology operations to include staff, equipment, security and privacy. Provides technology vision and leadership for developing and implementing information technology (IT) initiatives that improve cost effectiveness, service delivery, and program development in the constantly changing public sector. The Information Technology director will lead Montgomery Township in planning and implementing enterprise information systems to support both distributed and centralized operations and achieve more efficient and effective enterprise-wide IT operations. In addition, this position will project manage Township-wide cyber security awareness and training and other Township-wide initiatives.

The job duties, responsibilities, skills and descriptions herein are not comprehensive.

Duties may be added or removed at the Township's discretion.

Job Duties and Responsibilities:

- This position provides strategic and tactical planning, development evaluation, and coordination of the information and technology systems for the local government
- This position is designed to ensure the continuous delivery and operation of government information systems.
- Responsible for the management of multiple information and communication systems and projects, including voice/ telephony, data, imaging, and office automation, as well as the operation of the local government access cable TV station, webcasting, and webcast vendor management, and the management of the township's municipal surveillance and access control systems
- Reports to the Township Administrator and supervises the organization's information technology staff.
- Responsible for coordination, facilitation, and consultation with all township staff on information systems, communications, and management systems initiatives
- Ensures that the local government is current with the information systems standards set by appropriate regulatory entities and legislation, such as HIPAA and PCI Compliance
- Serves and participates proactively with other members of the senior management team in developing and executing strategic plans to optimize the use of information technology in support of government objectives
- Participates in policy and decision making at the enterprise level regarding resource allocation and future direction and control of proposed information systems.
- Solid understanding of computer systems (hardware/software), networks
- Assists and ensures that cybersecurity insurance needs are met and that Emergency Incidence Response policies are operable and up to date
- Analyzes the requirements of all departments and determines their business technology needs
- Produces and maintains documentation detailing the configuration and architecture of the network
- Plans for and purchases cost effective technological equipment and software
- Manages annual budget and reports on expenditures
- Develops, implements and maintains a comprehensive user training program
- Provides directly or arranges new user training and advanced training for existing users
- Responsible for ensuring business continuity throughout the organization to include data protection and backup

Principal Accountabilities:

- Participates as an integral and active member in the strategic planning process of the Township
- Develops, coordinates, guides and maintains IT systems, as well as strategic and operational plans in support of the mission and goals of the government
- Develops and maintains an enterprise systems architecture, defining standards and

