



**Position Available with the City of Marion:  
Information Technology Director**

Type: Information Technology Director (Full Time - Exempt)

Starting Salary/Pay Range:

\$50,000 – \$64,000 depending upon experience and qualifications

The City of Marion offers a comprehensive benefit package including employer paid medical, dental, vision and life insurance; enrollment in the Local Government Retirement System; participation in 401k (the City contributes 5% of earnings with no required employee match); twelve paid holidays; and vacation, sick and wellness leave.

Posted Date:

3/23/2020

Deadline to Apply:

Tuesday, April 14, 2020, 5:00 pm

Contact Person:

Julie Scherer, Finance Director, 828-652-3551

Mailing Address to send application and resume:

City of Marion

Attention: Tammy Flowers, Human Resources Administrator

PO Drawer 700

194 North Main Street

Marion, NC 28752

Physical Address to drop off application and resume:

Marion City Hall

194 N. Main Street, Marion, NC 28752

Fax Number if sending application via fax: (828) 652-1983

Email Address if sending application and resume via email: [trose@marionnc.org](mailto:trose@marionnc.org)

## **Job Summary:**

### **General Description of Duties:**

This position performs professional, managerial and difficult technical work planning, developing, organizing and implementing information technology systems for the City. This position provides leadership and vision of the strategic planning and direction of a comprehensive and integrated program of information technology services and computing resources for the City. Managing an IT Support Technician, the employee is responsible for planning, evaluating, developing, implementing and maintaining the technology infrastructure including servers, PC's, peripherals, and related hardware; systems architecture; recommending hardware and software systems for purchase; performing and/or coordinating installations, performing repairs; providing software and user support; network design; data storage; data backup and restoration; security including Payment Card Industry (PCI) and Computer Justice Information Systems (CJIS) compliance; communication; and information system interconnections. The employee is also responsible for related systems and applications software, implementation and licensing. In addition to the central technology areas of responsibility, the employee is responsible for providing technical advice for departments regarding computer needs, service requirements, software solutions and acquisitions, and related technology needs. The employee assists in the development of IT related budgets for all City departments and monitors those budgets throughout the year. The employee also works with City department heads to plan long and short-range technology related projects. Duties also include, but are not limited to:

- Planning, organizing, developing and evaluating the use of technology in the organization and providing up-to-date technology solutions to improve productivity of city employees and service level to citizens; establishing operating systems, networks, configurations, platforms, and protocols; analyzing needs, recommending upgrades, assigning peripherals and providing set-up.
- Managing and coordinating technology projects with other departments, vendors, consultants, service providers and outside agencies and others as needed; managing city-wide technology related contracts and licensing.
- Developing and maintaining an enterprise system architecture and protocols for data exchange, communication, software, and system interconnections.
- Developing a computer equipment replacement schedule and implementing as budget permits; purchasing computers and other IT related devices.
- Providing advice and consultation on all aspects of the City's management information systems; troubleshooting problems.
- Supervising an IT Support Technician; providing leadership and coordinating work items and scheduling.
- Installing and maintaining administrative and technical software packages; teaching users how to operate equipment and software on their system.
- Performing or coordinating personal computer and network installations; serving as network administrator; providing procedures, security, and performing back-

- ups; performing troubleshooting, upgrades, and repairs of systems; coordinating major repairs and upgrades.
- Managing contracted services such as cell phones and air cards, internet and land lines, printer services, web domains, email and web hosting accounts; negotiating terms and ordering new services; managing and monitoring PEG TV channel operations, assisting in creating and updating content.
  - Performing related duties as required.

**Minimal Certifications:**

- Graduation from a two-year college with a major in information technology, computer science, or related field and considerable related experience including systems administration and networking experience; or an equivalent combination of education and experience.

Applications may be obtained at City Hall, 194 N Main Street, Marion, NC, or online at <http://www.marionnc.org>. The City of Marion is an equal opportunity employer.