IT Director
Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411

FULL-TIME 40 HOURS PER WEEK w/BENEFITS
(ON CALL AND AFTER HOURS AS NEEDED)
SALARY $50.000 - $60,000 BASED ON EXPERIENCE

KIND OF WORK:

The IT Director reports directly to the County Administrator and ultimately the Morgan County Commission. The IT Director will be responsible for the County's IT infrastructure and technical operations. The IT Director will design and maintain workflow processes and ensure that security guidelines are being met. The ideal candidate will manage relationships with external vendors to define and implement innovative solutions and will also be responsible for the system administration and will ensure that application systems are developed in order to ensure the safest and best security practices.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The IT Director will perform the following duties; other duties may be assigned.

- Develop reliable metrics for hardware, software and storage while ensuring strategic capacity planning.
- Oversee the operation of the network and server systems for all County Facilities.
- Administers systems and servers related to LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Identify security vulnerabilities and eliminate them with strategic solutions.
- Manages procurement, inventory, and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the County's technology objectives, and that equipment is properly inventoried or sold consistent with local, County, and State regulations.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Manage the IT help desk.
- Engage in troubleshooting activities.
- Hands on when it comes to fixing problems.
- Develop and monitor policies for the use of network resources.
- Identify and recommend new technology solutions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the age, knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work Independently under little supervision
- Reporting Skills
- Administrative Writing Skills
- Analyzing Information
- Strong Organizational Skills
- Good at problem solving
- Professionalism a must
- Inventory Control
- Strong Verbal Communication Skills

Experience with the following systems are preferred:

- Cisco Webex
- Cisco Meraki
- HPE Servers
- Mobotix VSS
- Obitco Cameras
- All things Motorola/CAD

PHYSICAL DEMANDS

The physical demands described here are representative 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. Approximately 70% of duties performed are in a seated position. The employee is regularly required to stand and walk and go fix things as needed. The employee must lift and/or move up to 20 (twenty) pounds. Some light housekeeping will be required.

REQUIREMENTS:

1. Associate or Bachelor's Degree in Programming, Computer Science preferred or related field with a minimum of 2 years work experience.
2. Experience providing IT solutions in a workplace.
3. Must be able to be On Call
4. Possession of a valid driver's license.
5. Must be hands on and physically fix the problem when needed.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, or emailed to the County Administrator, Misty Clingerman at: mclingerman@morgancountywv.gov, on or before the date specified with the posting of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail).

EXAMINATION PROCEDURE:
The kind of examination/screening for positions announced will vary with each position and may include:
- an evaluation of training and experience
- personal and/or group interview
- a background investigation

PROBATIONARY PERIOD:
Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

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MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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04/10/2024