

Clerk of Circuit Court & Comptroller Okaloosa County

Job Description IT Director

Job Specifications			
Classification:	Exempt	Department:	IT
Supervisor:	Chief Deputy of Administration	Location:	Fort Walton Beach/Crestview
Salary Range:	E-13	Schedule:	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	Revised By:	Chelsea Law

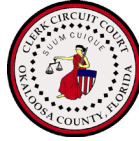
Job Summary:

This position is responsible for supporting the strategic vision of Information Technology solutions within the Clerk & Comptroller's Office. Employees in this classification are responsible for planning, coordinating, supervising, budgeting and controlling assigned resources to achieve organizational objectives. This position aids in the strategic direction for the agency's technological initiatives and recommends the use and application of new and existing technologies as warranted for improved customer service, productivity, efficiency and cost-effectiveness. This position operates in an office setting Monday through Friday; however occasional evening, holiday and weekend hours are required for critical system support and for technical emergencies. This will require reporting to the office or accessing the systems remotely depending on business needs.

Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Directs the management of information technology solutions to support current and projected Clerk & Comptroller needs; evaluates, acquires, implements and supports all information systems technology.
- Provides professional and technical leadership, mentoring and organization for the information technology staff.
- Supports the strategic vision with agency technological initiatives; recommends and supports tactical priorities; determines use and recommends application of new and existing technologies; provides guidance concerning priorities and resource allocation.
- Provides review and recommendation concerning all aspects of the Clerk & Comptroller's information technology needs, i.e. contracts, projects, policies and procedures, proposals (RFP) vendor selection; develops and maintains effective vendor relationships and vendor services contracts; provides advisement in the construction of RFPs and IT consultant contracts.
- Serves on a variety of internal and external committees, task forces and other agency committees to secure advocacy and influence support for programs and ideals. Initiates



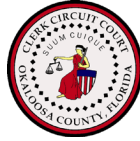
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collaboration with internal departments and other organizations to promote organizational effectiveness, awareness and public relations.

- Manages information technology priorities, goals and objectives through collaboration and consultation with leadership team, key users, partner agencies and vendors; provides input and makes recommendations.
- Performs personnel management functions, i.e. hiring, performance evaluation, career development, mentoring and disciplinary action.
- Prepares department annual operating capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; performs periodic asset inventory; ensures proper use and custody of Clerk & Comptroller assets.
- Maintains current knowledge of trends and developments in the field of information technologies and services.
- Directs and addresses operational needs, disaster recovery, internal processes, staffing levels, staff development and functional responsibilities to ensure exceptional customer support and operational effectiveness.
- Provides direction, review and management of information technology strategies and tactics with respect to software development, procurement, implementation and support to ensure efficient and effective operations.
- Directs staff concerning customer service requests, end user issues, technology applications, information technology related policies and procedures and internal staff issues.
- Forecasts project hardware and software acquisition needs; evaluates new technologies for application to existing and pending plans/projects of the Clerk's Office.
- Evaluates and communicates the impact of potential legal or regulatory changes on the organization.
- Ensures compliance with Federal, State, Local laws, regulations, codes, and/or standards.
- Maintains established organizational/departmental productivity standards.
- Complies with all personnel policies and procedures.

Minimum Required Qualifications:

- Bachelor's degree in Information Technology, Management Information Services, Computer Science or related field supplemented by ten (10) years of recent and relevant experience. Will substitute 4 years of relevant experience in lieu of degree.
- Ability to communicate effectively in both oral and written form and possess the ability to follow complex oral and written instructions.
- Ability to establish and maintain an effective working relationship with co-workers, general public, vendors, governmental agencies and judicial staff.
- Ability to work with confidential and/or sensitive data, interpret and comply with state and federal guidelines as well as legal advice restrictions for the Clerk & Comptroller's office.
- Extensive knowledge of computer systems and programming concepts.
- Extensive knowledge of application systems from user, operations, control, and programming standpoints.



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- Knowledge of Clerk of Courts functions preferred.
- Ability to plan, organize, assign, coordinate and review the work of technical support personnel.
- Ability to establish, maintain, and prepare complex records and reports on a timely basis.
- Ability to understand and carry out complex oral and written instructions.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Ability to work in a fast paced, automated environment with many interruptions.
- Ability to make sound independent judgments.
- Ability to communicate clearly and effectively.
- Ability to analyze departmental needs and prepare the budget.
- Ability to make effective presentations.
- Possess a valid driver license.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.