

Job Announcement Information Technology Director

Edgecombe County – Office of the County Manager

The Edgecombe County Manager is seeking qualified applicants for the position of Information Technology Director in the MIS Department. This position serves as the technology officer for the County and will supervise the operations of the MIS Department for the County Manager.

General Definition of Work

Performs complex advanced technical and professional work advancing and supporting the technology used by the County's personnel in day-to-day operations, and related work as apparent or assigned. Work is performed under the general direction of the County Manager. Departmental supervision is exercised over all personnel within the department.

Essential Functions

Manages department employees. Assists with technical issues, reports and plans technology for the County. Resolves hardware and software related computer problems that may or may not be associated with viruses, training, the network, maintenance of the network, logins and/or databases. Assists users with applications or procedural assistance. Assists with email problems. Addresses and resolves technical communication issues. Creates, changes and deletes user accounts. Performs the duties of the Webmaster, Systems Administrator and/or Network Administrator.

Education and Experience

Bachelor's degree with coursework in computer science, or related field and considerable experience managing a data center, or equivalent combination of education and experience.

Salary: This position is at a grade 23 on the County's pay scale, with a starting salary of \$50,578. However, the starting salary may be higher depending on a combination of qualifications and experience.

Closing Date: Applications will be closed on October 31, 2016. The County Manager reserves the right to extend the closing date if needed to increase the pool of qualified applicants.

Application Process:

Qualified persons interested in being considered must submit a resume along with a completed Edgecombe County Employment Application. You may obtain an application online at www.edgecombecountync.gov or from the Edgecombe County Manager's Office located at 201 St. Andrew St. Tarboro, NC 27886. An interested applicant may also receive upon request a more detailed job description.

Send your resume and completed application to:

Eric Evans, County Manager - PO Box 10 - Tarboro, NC 27886

Edgecombe County is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-verify and criminal backgrounds screenings are required.