This Job Description identifies the major responsibilities of this job.

▪▪ **I. JOB PURPOSE**

The purpose of the Director of Information Technology is to lead the overall planning, organization, and execution of all Pueblo City-County Library District (PCCLD) IT operations to include maintaining the existing infrastructure, ensuring adequate security is in place and integrating new technology solutions in support of library key results.

▪▪ **II. RELATIONSHIPS**

The Director of Information Technology reports to the Executive Director and serves as a member of the library’s executive management team. This position supervises and directs the work of the IT department staff ensuring the quality of the work performed. This position builds good working relationships with outside vendors and serves both internal and external customers. The position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

▪▪ **III. PRIMARY DUTIES AND RESPONSIBILITIES**

Responsible for Information Technology standards, strategic planning and operations, budget preparation and management, project management, policy and procedure development, capital replacement planning, and overall Information Technology direction for the institution.

Oversees and manages all PCCLD Information Technology resources.

Supervises Information Technology department employees.

Procures, maintains, updates, and directs standards for the operation of Information Technology resources and services for the library.

Plans and leads technology projects.

Manages IT budget and expenditures including overseeing relevant bid processes to replace, update, and procure new technology solutions.

Works with the Chief Financial Officer to lead the E-rate application, planning, procurement and reporting processes to secure annual funding for the district's telecommunication, broadband and IT infrastructure needs.  This includes maintaining adequate controls over E-rate funded assets and retaining required information to comply with USAC and E-rate program requirements.

Researches, recommends, and implements emerging technology.

Negotiates, maintains, and complies with all contracts between PCCLD and Information Technology vendors.

Oversees and ensures sound operation of all computing equipment and peripherals, computer software, customer self-checkout equipment and software, telephony, wireless services, network equipment and software, and computing security such as firewalls, spam control, and filtering within CIPA regulations.

Assists with developing, and maintaining Information Technology training programs necessary to improve user proficiency.

Directs maintenance of equipment inventories and enforces software-licensing agreements.

Ensures maintenance of adequate levels of Information Technology supplies.

Leads team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.

Leads regular department meetings, attends All Staff Development Days, and other training sessions as required to stay informed and current on changes to library policies and procedures and information pertinent to PCCLD.

Reads daily organizational communications from intranet, e-mail, newsletters, telecommunications and print. Stays informed on all Library events throughout the District. Regularly accesses electronic time keeping system, personnel and payroll database and on-line work request system.

▪▪ **IV. OTHER DUTIES**

Performs other duties as assigned.

▪▪ **V. QUALIFICATIONS**

Education and Experience:   Bachelor's Degree in an Information Technology field is required and advanced degree is preferred. Two years of project management experience and one year supervisory experience is required. Current widely recognized higher-level IT certification is required (Microsoft, Citrix, Cisco, etc.) or significant relevant experience in lieu of certification.

Skills and Abilities: The work requires initiative, independent judgment, excellent communication and team building skills, high ethical standards, and the ability to manage change while maintaining confidentiality, when appropriate. Experience with current Microsoft server and database systems. Experience administering Microsoft and Google productivity tools for an enterprise (PCCLD uses the Microsoft Office Suite and enterprise Google tools such as Gmail, Drive, Calendar, etc.). Background supporting desktop and server virtualization (PCCLD is a Citrix shop). Working knowledge of network technology and VLAN’s, QoS, port-based security, and Layer 3 routing protocols (PCCLD is a Cisco shop). Proven ability writing technology policies and procedures. Record of leadership and management in complex technology environments. Excellent communications, analytical, and organization skills. Strong verifiable interpersonal skills with positive customer service attitude. Basic understanding of finance and budgeting. Familiarity with USAC and the federal E-Rate program. Ability to work a flexible schedule including days, evenings and weekends. Must submit to and successfully pass a criminal background investigation. Must possess a clean driving record, current Colorado Driver's License, and provide proof of automobile insurance.

Physical Requirements: The job is physically demanding requiring the ability to carry and set up equipment which involves bending, squatting, reaching, lifting, pushing and pulling. Must be able to properly lift objects weighing up to 50 pounds and push - pull carts weighing up to 200 pounds.

Other Requirements: Must be available to work on-call as needed. Must be able to work a flexible schedule including weekends and evenings. Must be able to pass a criminal background investigation. Must have a clean driving record, Colorado Drivers License and auto insurance.

Equal Opportunity Employer.