Position: Information Technology Deputy Coordinator
Department: Information Technology
Reports To: Information Technology Coordinator
Location: Administration Building
FLSA Status: Exempt
Full-time/Part-time: Full-time
Seasonal: No
Posted Until: Date or Until Filled

Summary

Performs difficult, advanced technical work establishing, planning, and administering information technology policies and procedures, analyzing and developing systems, providing support for hardware and software, preparing and maintaining systems, records, and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Information Technology Coordinator.

Work Schedule

- Monday – Friday 8:00a.m – 5:00p.m.
- Occasional on-call and call-outs as necessary

Essential Functions

Under the direction of the I.T. Coordinator:

- Manages and maintains County servers, including back-up, data retention, disaster recovery, email, web, and cloud.
- Assists and trains users in the use of software and hardware.
- Researches, recommends, and obtains quotes for software, hardware, and peripheral equipment.
- Analyzes procedures and technological requirements; assists departments with the development of efficient information and data processing systems.
- Supports software programs for various departments; interfaces with different computer software and hardware; evaluates new software for various departments.
- Installs and updates hardware and software.
- Develops custom reports and spreadsheets for various departments.
- Assists Registrar with setting up voting equipment for elections.
- Works with vendors to resolve hardware and software issues.
- Team player that can also work independently with minimal supervision.

- Assists IT Coordinator with data transfers to the Commissioner's and Treasurer's office (e.g., DMV download, NADA processing, Tax Books, etc.).
- Researches and recommends hardware, software, and peripheral equipment upgrades.
- Prepares various reports and other types of correspondence; prepares and maintains files and records.

Knowledge, Skills, and Abilities
- Thorough knowledge of all phases of systems analysis, programming, and computer operations in an online, networked, and batch-processing environment
- Thorough knowledge of operational characteristics, services, and activities of comprehensive information systems
- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Thorough knowledge of the functions of and operation of County departments.
- Comprehensive knowledge in preparing various detailed reports and other types of correspondence
- Comprehensive knowledge of and in the use of standard office equipment and associated software (e.g., Microsoft Windows, Ubuntu Linux, firewalls, Kerio Connect, PC, Server, SAN, NAS, LAN, and Wireless LAN, Joomla, VmWare software, etc.)
- Ability to determine departmental and County-wide needs of an information system and formulate an effective program to meet these needs
- Maintenance of all Wythe County records through backups on and off-site.
- Ability to communicate ideas effectively orally and in writing
- Ability to develop solutions to information technology issues in a cost-efficient manner
- Ability to establish and maintain effective working relationships with County officials, vendors, consultants, and associates
- Must be able to pass a police background check.
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Education
- Bachelor's degree with coursework in information technology, computer science, or a related field.
- Considerable experience in information systems management.
  or
- Equivalent combination of education and experience.

Special Requirements and Job Development
- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license
- Willingness to update skills with training for emerging software and hardware

Physical Requirements
- This work requires the frequent exertion of up to 25 pounds of force
- Occasional exertion of up to 50 pounds of force.
- Work regularly requires speaking or hearing

- Frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle, or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, and lifting
- Work requires close vision and depth perception
- Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data
- Visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, and operating motor vehicles or equipment; work occasionally requires working in high, precarious places, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.