Assistant Director – Information Systems

Job Description

Department: Information Systems
Position: Career Service
Grade: 521
Supervisory: Supervisor
Reports to: Director – Information Systems

Summary

Under the general direction of the Information Systems Director, supervises personnel and technical activities of the Information Systems Department including the following: managing the development and maintenance of all systems software, application software, databases, and hardware; managing application software staff and system software staff; and ensuring the overall system integrity of both software and hardware for Utah County Government.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise department personnel in development and support project assignments.
2. Assist in employee hiring, termination, promotion, disciplinary actions, performance evaluation, personnel training, and delegation of work assignments.
3. Assist in developing and maintaining department financial records including budgets for equipment, project personnel, education and training, as well as equipment maintenance, upgrade or replacement.
4. Design and maintain all County databases; program database descriptions.
5. Establish and maintain all procedures to archive databases; inspect and re-establish integrity of databases; fine tune database structures to ensure peak performance.
6. Reorganize databases when necessary.
7. Coordinate all field tests conducted between Utah County and hardware/software vendors.
8. Establish processes to populate new database tables from existing data.
9. Supervise all systems programming.
10. Program and maintain printing transform libraries.
11. Supervise all aspects of application programming including training programmers, assigning projects to programmers, and establishing programming standards.
12. Assist with the maintenance, continued development, and migration of the Land Information System project.

13. Ensure the resolution of all crisis situations for both software and hardware systems.
14. Optimize SQL statements to achieve highest performance.
15. Program and maintain all database PLSQL procedures including: Triggers, Procedures, Functions and Packages.
16. Create and maintain all other database objects including the following: tables, views, materialized views, sequences, database links, indexes, function-based indexes, synonyms, object types and XML schemas.
17. Manage all database security, establishing users, roles, profiles and database services.
18. Establish processes to populate new database tables from existing data using the following: import, export, SQL loader, datawindow export, data pipelines and other methods.
19. Database backup and recovery, Oracle database performance tuning, Oracle SQL Tuning, Oracle Advanced PL/SQL, Oracle RAC for Administrators, and Oracle XML fundamentals.
20. Act as Information Systems Director in the Director's absence.

Knowledge, Skills, and Abilities
- Knowledge of programming techniques and languages
- Knowledge of open client / server programming and architecture
- Knowledge of Oracle relational data bases
- Knowledge of Powerbuilder, visual studio, and other object-oriented programming tools
- Knowledge of database architecture, data modeling, data normalization, data factoring, and data archiving
- Knowledge of audit and recovery procedures
- Skilled in reading, writing, and math
- Skilled in problem solving and logical thinking
- Ability to schedule, monitor and evaluate the work of supervised employees
- Ability and extensive experience in the use of SQL
- Ability to maintain cooperative relationships with those contacted in the course of work activities

Supervisory Responsibility
This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment, but occasionally exposes incumbent to electrical hazards during systems installation & maintenance. This position exposes incumbent to stress due to project deadlines, systems failures and recovery, meeting state and federally-mandated requirements, regulations and certifications, managing employee performance. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally

charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up fifty (50) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Master's degree or equivalent in Computer Science or a closely related field.
2. Five (5) years of experience in database administration including two (2) years in a supervisory capacity.

Preferred Education and Experience
1. Master's degree in Computer Science or a closely related field.

Additional Eligibility Qualifications
1. Must have completed the following education courses: DMSII Usage (EP6190), DMSII Database Design (EP6194), DMSII Administration and Operations (EP6195), DMSII Recovery Workshop (EP6196), DMSII Advanced Internals (EP6197), DMSII DASDL (EP6203), DMSII Fine Tuning (EP6204), A Series ALGOL (EP6314), A Series Work Flow Language (EP4386), System Performance Analysis and Tuning (EP6407), A Series Basic Systems Support (EP4053), Introduction to Oracle and PLSQL, and Oracle Database Administration I & II.

2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____