



## Salt Lake County Job Description

### Associate Division Director (Technology)

**DEPARTMENT:** Human Services

**DIVISION:** Library/2500

**JOB CODE:** 056 **GRADE:**19

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 07/28/2015

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Directs Library Technology long-range planning. Oversees all technologies in the library system.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Information Science, Business, or Public Administration, or a related field, plus six (6) years of experience, two (2) years of which must have been in supervisor or administrative capacity; or an equivalent combination of related education and experience.

Education may not be substituted for the required supervisory experience.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Manages system technology applications and support and oversees all functions of the Library's IT Department.
- Directs the IT department staff as they investigate, purchase, implement, and support software applications that apply to library services.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Participates with other members of senior management in developing and executing strategic plans to address current and emerging service needs. Develops a written technology plan and implements effective technological responses to meet the service needs of the library system.
- Provides management input in implementing County-wide IT policies; develops and implements project planning and library-specific IT policies and procedures.
- Monitors and manages the library technology budget.
- Provides advice, counsel, education, and consulting services to library management and the Library Board.
- Prepares and executes information-related Request for Proposals and implements systems resulting from that planning.
- Oversees delivery of system circulation services, development of related policies, and implementation of supporting technologies.

- Serves on the project team for remodel or construction of library buildings. Compiles research on library design and space utilization as it relates to technology resources.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Current information technology and requirements for library services and local government
- Computer networking and principles, applications, and techniques of information technology
- Project management practices and tools
- Computer software, hardware, programs, systems, servers, networks, and protocols related to job-specific duties

#### **Skills and Abilities to:**

- Organize resources and prioritize time
- Prepare and monitor budgets
- Perform effective supervision and management and team leading
- Exercise discretion and confidentiality
- Provide quality customer service and effective public relations
- Perform independent research of technical issues
- Analyze and redesign business processes
- Perform effectively in stressful situations
- Direct the work and project administration of technical staff
- Review, establish and maintain project schedules
- Effectively present ideas, plans, and goals, both verbally and in writing
- Establish and maintain effective working relationships with employees, senior management, and the general public
- Think logically and systematically, effectively apply general principles to specific conditions, and solve complex problems.
- Conceptualize, manage, and deliver multiple projects on time and within budget
- Translate technical language to lay audience

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a professional office environment.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 02/10/2016 MP