



**Michelle Franklin, CFA**

**PROPERTY APPRAISER • Saint Lucie County**

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**Superior Service, Trusted Results**

**ASSISTANT INFORMATION TECHNOLOGY (IT) DIRECTOR**

**OBJECTIVE:** The Assistant IT Director is an exempt level position that is responsible for managing and directing department professionals, the daily operations and ongoing IT projects.

**ESSENTIAL JOB FUNCTIONS:**

- Assists in developing and implementing strategic plans, policies and programs for the IT department
- Assists with developing, updating and implementing the office's "technological vision"
- Assists in providing leadership, direction and guidance for development and operational activities to achieve the IT department's long and short range goals and business objectives
- Works with the department Director to coordinate and supervise daily operations
- Ensures compliance with regulations, licensing and internal policies
- Exercises independent judgment to analyze, develop, and recommend plans and solutions to operational, management and business processes, including hardware and software activities and associated problems, and utilizes effective leadership skills to implement such plans and recommendations
- Works with department Director to undertake staffing responsibilities (hiring, training, evaluating etc.)
- Works with department Director and Finance department to create an annual budget and monitor expenses
- Maintains scheduling of events and represents the department, as needed
- Oversees monthly department meetings and creates reports for submittal to the Director and/or PA
- Perform duties as assigned by the department Director and/or Property Appraiser

**QUALIFICATIONS:**

- Bachelor's Degree or higher in Computer Science, Information Systems or related field
- A minimum of ten (10) years of Information Technology experience is desired
- A minimum of (5) years of effective leadership experience is necessary
- Ability to effectively lead and motivate a team while demonstrating good judgment
- Comprehension, logical analysis and decision-making required
- Experience with clear and concise communication in both written and oral messages
- Requires independent thought, judgement and initiative

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of computers, calculators, and other office equipment. Ability to sit for long periods of time with use of both hands and fingers with dexterity. Maintain composure in stressful situations. Perform tasks utilizing data processing methods and systems. Express ideas effectively, both orally and in writing. Review and edit data records and reports for accuracy and relevance. Prepare, maintain, and submit reports. Serve the public and fellow professionals with honesty and integrity.

**LICENSE/CERTIFICATION:** SQL, DBA experience, and/or programming experience are preferred

**PRE-EMPLOYMENT SCREENING:** This position requires a background screening

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the professional for this job. Duties, responsibilities & activities may change at any time with or without notice.

<b>Department:</b>	Information Technology	<b>Years of Experience:</b>	5-10 years
<b>Classification:</b>	EXEMPT	<b>Employment Type:</b>	Full-Time
<b>Salary Range:</b>	Commensurate w/Experience	<b>Manages Others:</b>	Yes
<b>Preferred Education:</b>	Bachelor's Degree or higher	<b>Reports To:</b>	Director of IT & Public Service