

**POSITION DESCRIPTION  
COUNTY OF MORGAN, INDIANA**

**POSITION:** Deputy Director  
**DEPARTMENT:** Data Systems  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** February 2021

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Morgan County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Deputy Director for the Morgan County Data Systems Department, responsible for server administration, providing technical hardware and software assistance for microprocessor based computers, and installing and configuring personal computers.

**DUTIES:**

Performs duties of Director in his/her absence.

Assists Director with preparation of fiscally appropriate budgets to meet County objectives and monitors budget expenditures and appropriations as assigned.

Supervises assigned staff, including interviewing applicants and making hiring recommendations, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating staff, evaluating performance, and maintaining discipline and recommending corrective action.

Receives and responds to calls for assistance with microprocessor based computers, printers, and telephones, including performing diagnostics, identifying problems, making minor repairs, or contacting appropriate vendor for services as needed.

Provides technical support, and maintains hands-on involvement in daily operations of County information systems.

Performs and coordinates installation and configuration of personal computers, telephones, voice mail, and appropriate software for employee use.

Provides proactive maintenance and monitoring of all server and software activity and back-ups to ensure software and hardware operational availability.

Utilizes wiring as required for voice and data, including connecting to local area network.  
Sets up and manages email accounts for County employees.

Monitors and performs fiber optic location requests on and near County owned property as required.

Resolves problems within network using standard diagnostic tools and practices.

Integrates Microsoft cloud based solutions such as One Drive, SharePoint, and Teams into County offices.

Coordinates Morgan County website updates, changes and training.

Facilitates implementation of upgraded voice and voice mail platforms.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Four year college degree with comparable experience in information technology, Microsoft Products, and data communications and networks.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of microprocessor computer systems, telecommunication equipment, network printers, and equipment wiring, and ability to perform routine maintenance, make necessary repairs, install hardware and software, identify and resolve minor hardware and software problems, and provide training and assistance to users.

Working knowledge of County budget process, and ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to perform duties of Director in his/her absence.

Ability to supervise assigned staff including interviewing applicants and making hiring recommendations, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating staff, evaluating performance, and maintaining discipline and recommending corrective action.

Ability to properly operate various standard office equipment, computer systems, hardware and software, including computers, servers, printers, tape drives, multi meters, buried line locator equipment, telephones and testing equipment, Microsoft Client Operating Systems, and Office Suites.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended, weekend, and/or evening hours.

Ability to respond to emergencies from an off duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs duties which are broad in scope and call for consideration of many variables in assisting in the administration and directing of department operations. Incumbent must frequently collaborate with Supervisor to create new guidelines and approaches to deal with unique and novel circumstances that occur.

## **III. RESPONSIBILITY:**

Incumbent applies standardized practice in resolving computer and server problems, discussing unprecedented situations with the Director as needed. Incumbent receives indirect supervision, with work periodically reviewed for attainment of objectives.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for a variety of purposes of exchanging information, and rendering service, and providing assistance.

Incumbent reports directly to the Data Systems Director.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, close vision, crouching/kneeling, handling/grasping/fingering objects, bending, reaching, speaking clearly, and hearing sounds/communication. Specific duties of the position may require the incumbent to work outside to locate fiber optics. Incumbent occasionally works extended, weekend, and/or evening hours, and occasionally responds to emergencies from an off duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Deputy Director for the Data Systems Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name