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Northumberland County, Virginia

Board of Supervisors

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**Northumberland County
Employment Announcement
Information Technology Administrator**

Northumberland County is seeking an experienced candidate to be responsible for maintaining the county's computer systems, network, servers and security systems. The successful candidate will represent the County in all technology related issues and serve as an advisor to County departments on all matters related to technology and telecommunications. This position will oversee the purchase, installation and maintenance of computer hardware, software, networking, telecommunication equipment, and keep abreast of new knowledge, research, products, and services in technology that will benefit the County Government and its citizens. Minimum qualifications include a college degree and or technology certificate or equivalent combination of education, training and experience along with an acceptable background check. Benefits include retirement plan, life insurance, health insurance, paid vacation and sick leave. Salary will start 45k to 50k based on experience and qualifications. Applications are due not later than December 30, 2015. For further information or applications contact Luttrell Tadlock, Assistant County Administrator, Northumberland County Courthouse, P.O. Box 129, Heathsville, Va. 22473; or 804-580-8910 (voice), or email, ltadlock@co.northumberland.va.us. E.O.E.

**2 Weeks (December 9 and December 16)
Block Ad**

**NORTHUMBERLAND COUNTY, VIRGINIA
INFORMATION TECHNOLOGY ADMINISTRATOR
POSITION DESCRIPTION:**

GENERAL DEFINITION OF WORK: Performs comprehensive leadership, supervisory, and management responsibilities for Information Technology. The Information Technology Administrator is responsible for the overall operation of the county network, systems, technical/support, website administration, radio communications, and E-911 support services.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs the overall programs, budget, and activities for the County offices in relation to Information Technology; work involves formulating comprehensive long-range plans, preparing and managing a comprehensive budget, and providing technical consultation to County departments;
- Responsible for the collection, maintenance, organization, retrieval, and dissemination of information as may be used by persons and/or systems engaged in emergency services delivery and the County E-911 program;
- Writes, updates, and maintains computer programs and/or software packages necessary to handle specific jobs identified by County departments, to aid in the efficiency of their workflows;
- Monitors and manages all network security devices, applications, and policies, including firewalls, patch management, anti-virus, e-mail filters, web content filters, as well as backup and disaster recovery devices and procedures, in order to ensure the security of County maintained digital data;
- Represents the County in all technology related issues and serves as advisor to County departments on all matters related to technology and telecommunications;
- Oversees the development and annual review of a comprehensive technology plan for the County, which includes goals and objectives to address County technology needs and the necessary resources, staffing, and training required to support these areas;
- Prepares, submits, and manages an annual operating and capital budget for technology needed to support the County's long-range technology plan;
- Maintains a strong working knowledge of all technology funding opportunities at the local, state, and national level, both public and private; submitting and administering grant applications for the funding of technology projects where appropriate;
- Oversees the purchase, installation, and maintenance of computer hardware, software, networking, telecommunication equipment, long distance services, and all configurations;
- Keeps abreast of new knowledge, research, products, and services in technology that will benefit Northumberland County local government and its citizens.
- Other duties as assigned or requested by the County Administrator that are related to Information Technology.

KNOWLEDGE, SKILLS AND ABILITIES: This position requires a comprehensive knowledge of the principles, practices, and techniques of technology systems and how they can support county operations; thorough knowledge of system analysis, computer systems, networking, servers, security systems, programming, and computer operations, as well as business processes related to automated systems; general knowledge of the functions and operation of County departments; demonstrated ability to plan, organize, and implement a comprehensive technology program; demonstrated ability to establish and maintain effective working relationships with County officials, department heads, and other key personnel; exhibits strong leadership abilities in planning and supervising the work of technical personnel; demonstrated ability to communicate effectively in verbal and written form and present technical information to senior decision makers; demonstrated ability to analyze and evaluate complex issues and information and use sound judgment in making decisions and interpreting policies, programs, and rules for the public and staff.

EDUCATION & EXPERIENCE: Any combination of education and experience equivalent to a college degree and or technology certificate; considerable experience of a responsible nature in the area assigned.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Work is typically performed in an office, computer room, and/or conference rooms. Continuous ability to communicate by phone is necessary, as well as regular use of microcomputers, printers, copiers, scanners, and other electronics. Regular handling of small fragile computer components and large components weighing in excess of 50 pounds is required. Regular contact is made with internal departments on all levels of County government. Work activity may occur after normal working hours and on weekends if necessary.

SUPERVISION RECEIVED: Works under the general supervision of the County Administrator.

EVALUATION: Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.