



MARICOPA COUNTY JOB DESCRIPTION

IT Division Manager

MARKET RANGE TITLE: IT Division Manager

DEPARTMENT: Recorder

DIVISION: IT

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Unclassified

POSITION NUMBER: 14209

JOB CODE: MIT025

About the Position

The purpose of the Information Technology (IT) Director is to manage the Information IT function of the Maricopa County Recorder's Office. This position is responsible for providing a technology vision and leadership in the development and implementation of the IT program while assisting the Recorder in strategic, tactical and security-related compliance. The IT Director also plans for and implements enterprise information systems to support Recording and Elections business lines of operations and facilitates communication between staff, management, vendors, and other technology resources within the organization and with outside stakeholders. Additionally, the Director oversees the design, implementation and evaluation of systems that support end users in the productive use of computer hardware and software; collaborates with the Recorder's Information Security Officer, Maricopa County Information Security Office and Office of Enterprise Technology to ensure best-in-class Recording and Elections security, infrastructure and client services.

About the Office of or About The Department of

The Maricopa County Recorder's office, is responsible for recording all documents required by law to be made public record, including documents related to real-estate transactions. Since August of 1999 we have accepted [documents electronically](#) and currently over 83% of all documents are submitted this way. We continue to remain at the forefront of e-government. Data including our first recording on June 5, 1871 can be located on our website. We are proud of the many [awards and recognitions](#) we have received and that we are considered by many to be the premier recording office in the country.

POSITION QUALIFICATIONS

We recognize your time is valuable, so please apply if you meet the following required qualifications.

Education

- Bachelor's Degree in Computer Science. . Seven (7) years' direct management experience of a mid-size IT department. Five (5) years' experience with Azure DevOps and Agile software development, systems implementation and technical support.

Experience

- Leadership experience in managing multiple projects and assigned resources to achieve successful outcomes. Proven experience in short and long-range IT department

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planning and budgeting. Ability to express complex technical concepts effectively, both verbally and in writing. Ability to work well with people from many different disciplines with varying degrees of technical experience. Strong technical knowledge of system architecture and design, software development life cycle, quality assurance, project management and information security.

Our Preferred Candidate has

- Master's Degree in Computer Science, Business Administration or related field.
- Lean Six Sigma (LSS)
- Certified Information Systems Security Professional (CISSP)
- Experience with recorder and elections functions
- Experience supporting government client facing operations

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance)

- Collaborates with the Information Security Officer, Information Security Office and Office of Enterprise Technology to ensure best-in-class procedures and security standards for the security of all recorder / elections information and established IT programs.
- Leverages County computing platform, network, datacenter operations, server operations, database operations, etc. as appropriate to achieve effective departmental capabilities in the most efficient manner.
- Provide project management oversight for key initiatives and division-level responsibilities.
- Plans, directs, and controls the development, installation and maintenance of computer programs and associated computer operations necessary to achieve functional departmental systems.
- Develops and establishes department standards and procedures, including application development, quality assurance, incident management, documentation and project management.
- Provide direction and oversight to IT projects and systems to ensure security, quality control and efficiency while facilitating development of IT projects in a way that meets user and customer needs.
- Assists in the development of and approves a contingency plan to ensure IT system backup and recovery capability.
- Directs and/or assists in the resolution of highly complex or unusual business problems that cross various IT disciplines and agency boundaries.
- Leverages relationships with key internal/external agencies to support business needs.
- Informs management of recurring or projected resource and capacity problems and initiates and coordinates planning and/or corrective action.
- Provide management and oversight of all databases and server requirements.
- Responsible for overall development and execution of plans to archive and document systems and software while building redundant operations.
- Manage and evaluate the performance of subordinate director-level subordinate staff.
- Plans and directs the hiring, training and development of organization's IT personnel.
- Provides management and direction for IT personnel including setting priorities, coordinating, reporting of group activities and maintaining workflow estimates.
- Participate as an active leadership member of the executive-level management team, working collaboratively with other executive –level management members to advance the goals and priorities of the agency.

Working Conditions

- General office environment
- Required to respond 24x7 as needed – especially during scheduled elections
- May occasionally need to lift equipment up to 50 pounds
- Some driving between work locations is required

Reports to Deputy Recorder for Operations

Supervisory Responsibility NA

Supervision Exercised: Application Programmer Analysts, Web Application Programmers, PC/LAN Technicians, System Network Administrator, Information Security Architect, Help Desk Coordinators

SELECTION PROCESS

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

<https://www.governmentjobs.com/careers/maricopa/jobs/2936410/it-division-manager?sort=PostingDate%7CDescending&pagetype=jobOpportunitiesJobs>