

## Crawford County Director of Information Technology

Crawford County is seeking a full-time IT Director. The director shall provide hands-on direction and coordination of County's Information Technology Department including technology needs assessment, development and support of in-house or third-party computer applications, and management of County's LAN/WAN network. The ideal candidate will have experience working in virtualization, Windows operating systems, Windows server environment, firewalls and Microsoft SQL and Exchange Server, and experience in voice over IP phone system. Some background in GIS is also preferred. The IT Director must be able to work independently with little or no supervision, be reliable, responsible, and dependable in fulfilling obligations.

Ideal candidate may possess an associate's degree in networking, computer science, or a related field, with a minimum of 2-3 years of related job experience.

Salary is dependent on qualifications, background and experience, plus generous benefit package. Successful applicant must be willing to relocate to Crawford County.

Complete job description and application form are available at the Auditor's Office, 1202 Broadway, Denison or [tmartens@crawfordcounty.org](mailto:tmartens@crawfordcounty.org)

Send completed application form, resume, and cover letter to:

Crawford County Courthouse  
Terri Martens, Auditor  
1202 Broadway, Suite 5  
Denison, IA 51442

Deadline for application is until the position is filled.

Crawford County is an equal opportunity employer.

**Crawford County, IA | Job Description**  
**1202 Broadway, Denison, IA 51442 | 712.263.3045**

**Department:** Information Technology

**Position Title:** Information Technology Director

Applications available at the Auditor's Office in the Crawford County Courthouse  
Send application to [tmartens@crawfordcounty.org](mailto:tmartens@ crawfordcounty.org)

**PURPOSE OF POSITION**

The purpose of this administrative position is to manage the Information Technology Department for Crawford County, to develop and maintain the policies and procedures for the counties' computer networks, and Internet. These policies and procedures will be in accordance with accepted practices. This position will order and install new software releases, authorize the linking of independent systems to the county network, and authorize any wiring needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(The following is intended to be descriptive of the key responsibilities of this position, but is not to be construed as all inclusive, as other duties are performed as required. Duties may be added or deleted at the discretion of the IT Committee and the Board of Supervisors).*

- Monitor computer operations
- Observe network operation and monitor networks for errors.
- Install or oversee installation of terminals, personal computers and printers throughout the networks.
- Analyze personal computer and printer problems and take appropriate corrective action.
- When malfunctions occur on computer systems or on the network, identify the problem and implement an appropriate course of action including correcting the problem, or contacting computer maintenance or programming personnel.
- Setup personal computer hardware and peripherals: install software on personal computers, respond to trouble calls, analyze problems with software and hardware and take appropriate action to correct problems.
- Be available for trouble calls after business hours.
- Assist users in a timely manner by responding to questions regarding computer hardware and software.
- Maintain records of software inventory.
- Keep accurate records of hardware inventory and locations.
- Perform daily, weekly and monthly backups.
- Perform data entry when required.

- Work with vendors in the installation and update of software and hardware.
- Perform and or monitor timely installation of software updates.
- Provide assistance to users on software currently in use by county offices.
- Design, install, and maintain an internet website for the County.
- Maintain a working knowledge of current technology trends and practices relating to County Government.
- Manage County E-Mail Accounts.
- Assist County Offices in obtaining information from the Internet.
- Maintain and install user accounts.
- Order and maintain computer supplies.
- When required clean computer equipment and peripherals.
- Prepare and manage a yearly budget.
- Install or oversee installation of wiring for network connections.
- Oversee and manage maintenance contracts on all County computer equipment including peripherals.
- Prepare requests for proposals and coordinate bids for data processing equipment and software when applicable.
- Make recommendations on the selection of data processing equipment and software.
- Attend schools and update classes related to computer hardware and software applicable to county use.
- Attend schools and update classes relevant to individual offices when necessary.

**EDUCATION/EXPERIENCE:**

- Degree in IT field or 2 years combined education and experience desirable.
- Experience operating, maintaining, and troubleshooting computer hardware and software
- Knowledge of Microsoft Office
- Working knowledge of Windows Desktop and Server Operating Systems

**ABILITIES:**

- Excellent written and oral skills
- Knowledge of routine office procedures
- Ability to use office equipment, including computer, fax, printers, calculator, and copier
- Knowledge of basic computer procedures and principles
- Ability to do basic repairs and cleaning of computers and equipment
- Ability to perform input and retrieval functions on a computer and to efficiently utilize databases, spreadsheets, and word processing systems
- Ability to maintain confidentiality of all departmental communications, documents, correspondence, and computer databases
- Self-motivated, being able to work on one's own, to plan and organize personal work schedule, set priorities, and meet deadlines
- Ability to maintain a working relationship with other departments, fellow employees, outside agencies, government officials, and the public
- Must be able to travel and attend classes and workshops
- Must be able to pass a background investigation

**PHYSICAL REQUIREMENTS:**

- Must be physically able to lift and carry office equipment and supplies weighing up to 60 pounds
- Must be able to use basic hand tools, which may include climbing a stepladder or ladder
- Work may be stressful due to deadlines; extended hours on call and after hour call out.
- Must have a valid driver's license and reliable vehicle, as some travel may be required.

**SPECIAL REQUIREMENTS:**

The computer systems in some departments operate on a 24-hour per day, 7 day per week, 365-day per year basis. In order to provide these services, the Information Technology Director may be required to work night or day shifts as well as weekends and holidays.

**CRAWFORD COUNTY**  
**APPLICATION FOR EMPLOYMENT**

**"CRAWFORD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER"**  
Federal and State law prohibit discrimination on the basis of race, religion, sex, age, national origin, marital status or mental or physical disability. No question on the application is intended to secure information to be used for such discrimination.

**THIS IS A FILLABLE FORM. PLEASE TYPE IN THE INFORMATION TO FIT THE SPACES.**

**GENERAL INFORMATION**

Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever filed an application at Crawford County before?  Yes  No

If yes, give the date \_\_\_\_\_

Have you ever been employed at Crawford County previously?  Yes  No

If yes, give date & department \_\_\_\_\_

Are you currently employed?  Yes  No

*In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Applicants are subject to background checks.*

Employment desired:  Full-time  Part-Time  Temporary

When are you available for work? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain \_\_\_\_\_

Are you a veteran of the United States military service?  Yes  No

If yes, please list what branch of service and years of service \_\_\_\_\_

If yes, did you receive an honorable discharge?  Yes  No

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS	MAJOR or DEGREE	CHECK IF GRADUATED
High School					
College					
Graduate School					
Bus. Or Trade School					
Professional School					

**COMPUTER SKILLS** (Only for positions which require computer skills)

Check off those computers skills with which you are proficient (any version).

- PC Users   
  Macintosh User   
  Windows   
  Microsoft Word   
  Microsoft Access  
 Microsoft Excel   
  Microsoft Publisher   
  Web Page Design/Maint.   
  E-mail   
  Internet  
 Other. Please list \_\_\_\_\_  
 \_\_\_\_\_

**DRIVER'S LICENSE** (Only for positions which require driving)

Do you have a driver's license?     Yes     No

Driver's License # \_\_\_\_\_ State of issue \_\_\_\_\_

- Operator   
  Commercial (CDL)   
  Chauffeur

Expiration Date \_\_\_\_\_

Have you had any accidents during the past three years?     Yes     No    How many? \_\_\_\_\_

Have you had any moving violations during the past three years?     Yes     No    How many? \_\_\_\_\_

**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g. fluency in other languages, licenses, specialized training, apprenticeships, or job related military training.

\_\_\_\_\_

\_\_\_\_\_

### WORK EXPERIENCE

Please list your work experience beginning with your current or most recent job. If you were self-employed, give firm name. Exclude organization names which indicate race, religion, color, national origin, age, sex, disability, sexual orientation, or veteran's status.

Employer:	
Address:	
Job Title:	Supervisor:
Dates of Employment : From: To:	Rate of Pay: Starting: Ending:
Work Performed:	
Reason for Leaving:	

Employer:	
Address:	
Job Title:	Supervisor:
Dates of Employment: From: To:	Rate of Pay: Starting: Ending:
Work Performed:	
Reason for Leaving:	

Employer:	
Address:	
Job Title:	Supervisor:
Dates of Employment: From: To:	Rate of Pay: Starting: Ending:
Work Performed:	
Reason for Leaving:	

**References**

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

Your application will remain confidential unless you agree to disclosure by signing below

I agree to allow this application to be subjected to disclosure, check the box and sign next to it.

\_\_\_\_\_ Date Signed  
Signature of applicant

Check the box and sign below to give Crawford County the authority to contact your current or any previous employers.

\_\_\_\_\_ Date Signed  
Signature of applicant

**WAIVERS AND DISCLOSURES**

Please read each section carefully and sign below.

**AT-WILL EMPLOYMENT**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

**CERTIFICATION OF TRUTH AND ACCURACY**

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

\_\_\_\_\_  
Signature of Applicant Date Signed

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Thank you for applying to Crawford County