


**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-187**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the E-911 Department:


1. Information Technology Specialist

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 21 December 2012



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Information Technology Specialist

December 21, 2012

911

Pay Grade 14

Job Summary

The position of Information Technology Specialist involves administrative and technical responsibilities for Hardin County Fiscal Court activities associated with county government. The Information Technology Specialist works under the direct supervision of the 911 Deputy Director to assist in the planning and implementation of technology throughout Hardin County Government. This position requires a basic knowledge computer hardware, software programs, and related systems.

Major Essential Duties

- Assists Department Heads in coordinating, communicating, facilitating, and executing the technology needs of their respective departments.
- Ensures the proper operations of computer systems associated with the Hardin County Fiscal Court and other county properties
- Designs information system to provide management or clients with specific data from computer storage, utilizing knowledge of electronic data processing principles, mathematics, and computer capabilities
- Develops and designs methods and procedures for collecting, organizing, interpreting, and classifying information for input into computer and retrieval of specific information from computer, utilizing knowledge of symbolic language and optical or pattern recognition principles
- Develops alternate designs to resolve problems in input, storage, and retrieval of information
- Regulates access to computer data files, monitors data file use, and updates computer security files
- Assists employees with computer technology and security
- Assists 911 Deputy Director with IT needs associated with communication, information, and telephone systems at the Hardin County 911 Dispatch Center
- Completes IT projects involving Hardin County government, and contracted agencies
- Coordinates with other entities of government to ensure operations of IT systems
- Researches and develops strategies for growth and improved services while maintaining budget constraints for the county

Minor Essential Duties

- Attends participates, and facilitates communication on behalf of Hardin County Government at meetings involving technology matters related to the county government
- Represents the county at civic activities and community events as directed by the 911 Deputy Director and/or Judge/Executive.

Supervisory Responsibility

None

Relationships

The Information Technology Specialist will interact under the direction of the 911 Deputy Director.

Qualifications***Education and/or Experience***

- Graduate of a college or university with a bachelor's degree in technology information or related field
- Graduate of a college or university with an associate degree in information technology or related field supplemental by two years technology experience
- High school degree supplemented by six years of technology experience of related technical or vocational training will substitute for required experience on a year-for-year basis, up to a maximum of four years

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries or complaints from regulatory agencies, business community members, or the general public
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to present effective and persuasive presentations related topics to management, public groups, and elected officials. Strong oral, written, and listening skills are required

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of complex and technical information, and instructions.
- Ability to solve practical problems, and deal with several abstract and concrete variables.
- Ability to make decisions serving the county's best interests.
- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, and legal documents

Certificates, Licenses, Registrations

- Must possess a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Displays mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Possesses the skills in the effective use of computers and standard office machines, including a thorough knowledge of computer programs:
 - Word processing such as Microsoft Word, Spreadsheets such as Works or Excel
 - Visual presentations such as Power Point
- Possesses the knowledge necessary to access and effectively use the Internet.
- Possesses the skill necessary to manage workflow, projects, budgeting and financial management skills.
- Displays great customer service skills

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

Regularly

(over 2/3 of regular work day)

- Stand or walk
- Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 25 pounds

Occasionally

(under 1/3 of regular work day)

- Sit
- Reach with hands and arms
- Drive a vehicle
- Climb, crawl or maneuver in confined spaces

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions


The noise level is usually moderate to high.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the 911 and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

12/21/12



Harry L. Berry
Hardin County Judge/Executive