



INFORMATION SYSTEMS MANAGER

\$73,500 - \$100,859

Plus Excellent Benefits

Apply by

March 1, 2020

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?



Located in the northern panhandle of Idaho, Bonner County is known for its magnificent lakes, stunning mountains, vast forests, and vibrant communities. Bonner County is a wonderful place to live, work, and do business! The area offers breathtaking parks, eclectic downtown areas, upscale dining and retail, and a variety of entertainment venues.

The Information Systems manager has the opportunity to take a leadership role in a stable organization with dedicated employees, develop teams, and take the County to the next level by working with internal staff to achieve the County's goals, and provide outstanding customer service. If you possess strong interpersonal and leadership skills and are a strategic thinker, this is the right position for you!

THE REGION

As the 2nd most northern county in the state and reaching across the entire width of Idaho's panhandle between Montana and Washington, Bonner County has approximately 43,000 residents.

Sandpoint, with a population of just over 8,300, is the county seat and the largest city in Bonner County. The city is nestled between three mountain ranges, offering year-round outdoor recreation. This eclectic town, located right on Lake Pend Oreille, has a critical access hospital, airport and a library, as well as a four-plex theater, and community theater. A diverse downtown offers retail shopping and fine restaurants.

The second largest town, Priest River, lies on the western edge of the County along the shores of the Pend Oreille and Priest rivers. The landscape in Bonner County is a combination of towering mountains that rise up to the 7,000-foot level and lush river-bottom valleys. Schweitzer Mountain Resort, a renowned regional destination that offers 2,350 acres of skiable terrain, is just 9 miles from Sandpoint. Local recreational opportunities are unlimited and include all water sports, four golf courses, bicycling, snowboarding and skiing, snowmobiling, hunting, fishing, horseback riding, and wildlife viewing.



THE COUNTY

Established in 1907, Bonner County is governed by a three-member Board of County Commissioners serving alternating two-year and four-year terms. The County operates on a 2019-20 adopted budget of \$54.2 million including a \$3.7 million EMS budget, with approximately 405 FTEs. Bonner County also has a large number of seasonal workers who are not included as FTE's. County departments include: Assessor, Clerk, Coroner, Prosecutor, Sheriff, Treasurer, Emergency Dispatch, Emergency Management, Emergency Medical Services, an Extension Office for the University of Idaho, Fairgrounds, Human Resources, Justice Services, Planning, Public Defender, Public Works, Risk Management, Road and Bridge, Recreation, Parks and Technology.



THE DEPARTMENT & POSITION

Reporting to the Board of County Commissioners, the Information Systems Manager is an independent position that engages with, and is highly collaborative with all divisions of the County. The Information Systems Manager performs a variety of professional level technical, accounting, administrative, and management duties to provide for and maintain computer information management systems and software to support the operations of the County. The ISM will guide strategic utilization of county business applications, particularly legacy business applications, and collaborate with all departments and vendors to review and analyze user functions and activities, to ensure standards and best use are met.

Systems used by Bonner County include Tyler Products, MUNIS for HR Payroll, Accounting, Treasury office and Energov.

Main responsibilities include:

- Plans, organizes, and directs the analysis, design, implementation, and maintenance of information management systems and software to support the operations of County Departments and various other divisions as directed.
- Works with the Information Technology Department, the several Elected Officials, and vendors to coordinate the acquisition and installation of appropriate hardware, software, and related equipment. Conducts the above activities while remaining mindful that each elected department is the legal custodian for its paper and digital records and has authority within reasonable limits to control its information and information systems.
- May serve as a project manager for information systems projects with responsibility for coordinating the evaluation of new technology and alternatives for changes to or replacement of existing systems; developing cost analyses; insuring compliance with bidding requirements; developing bid specifications in conjunction with the affected elected officials; establishing objectives and priorities; recommending project team members; establishing and monitoring implementation schedules and deadlines; coordinating implementation with elected officials, key managers and supervisors and providing progress reports. Vetting data security/privacy issues raised with information systems decisions through the County's Data Privacy and Data Security Committee once established.

- Oversees system testing and quality control; meets and consults with departmental subject matter experts and vendors to evaluate needs; insures adequate data-privacy and security, backup and disaster recovery procedures are provided and maintained in accordance with Technology Department standards as vetted through the DPSC; develops and implements appropriate roll based security access for users in cooperation with elected officials and department managers; and serves as technical resource for identifying and resolving complex problems with systems hardware, software, and/or programs.
- Researches and evaluates advances in information technology hardware and software applications; recommends uniform standards for evaluation and selection of systems hardware and software. Works closely with the legal department and the DPSC in vetting any cloud-based solutions such as SaaS, IaaS, and similar as-a-service cloud solutions.
- Assists in developing and implementing effective policies, procedures and controls to safeguard county digital assets and ensure compliance with federal and state regulations, governmental standards and generally accepted practices and internal DPSC adopted data-privacy and data-security policies.
- Assists in the development, scheduling, and preparation various documents and reports, including custom reports as required; provides information and may assist with the development of the county budget by researching and analyzing financial information and projecting anticipated revenues and expenditures in coordination with the County Clerk's office.
- Provides training and support to users as requested or directed in the implementation and use of information management systems and software; makes recommendations and provides assistance to departments in establishing appropriate procedures and controls.



IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's degree in computer science, accounting, business or public administration or a related field is required, along with four (4) years of related work experience with local government accounting experience strongly preferred. A master's degree in a related field is preferred. Candidates must be proficient in advanced spreadsheet and data base application software and have a valid driver's license with an acceptable driving record. Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of information systems management and generally accepted reporting systems; internal and external control methods; methods for development of effective operating procedures; tools and methods for analyzing financial information; general business administration and management principles and practices.
- Working knowledge of local government fund accounting and budgeting regulations; public records regulations, bidding requirement, grant and project management is strongly preferred.
- Skill in use of information systems and software and Microsoft Office applications including Word, Excel, Access, and Power Point.
- Ability to communicate effectively, verbally and in writing, and establish and maintain effective working relationships with a variety of public officials, department heads, coworkers, outside agencies and the public.
- Experience applying various tools and methods to analyze information and perform complex analytics to project trends, prepare and present reports, charts, graphs, and presentations; apply guided problem-solving methods.



- Ability to work independently, analyze business practices and apply technology to increase efficiency and productivity.

COMPENSATION & BENEFITS

- **\$73,500 - \$100,859 DOQ**
- Medical, Dental, Vision coverage including Telahealth Services
- Life insurance, AD&D, and LTD
- Paid Time Off Program
- 10 paid holidays, and 1 personal holiday
- Wellness Program
- Public Retirement System of Idaho (PERSI) & 401K
- Short Term Disability
- Accident and Critical Illness
- Employee Assistance Program



**Please visit:
www.bonnercounty.us**

Bonner County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 1, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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