

OREGON

INFORMATION SYSTEMS DIRECTOR

\$86,923 - \$124,862

Plus Excellent Benefits

Apply By

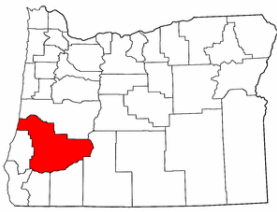
April 12, 2020

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY?

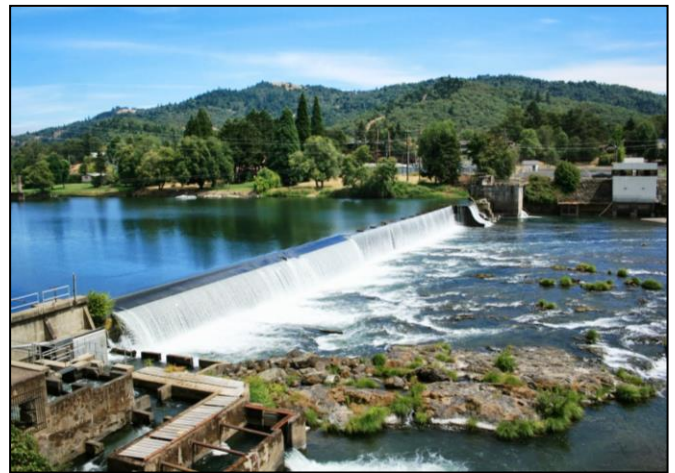


Located in scenic Southwestern Oregon, Douglas County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities provided by the County's four distinct seasons. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France, where Fall is pleasant and crisp, Winter is cool without much freezing, and Spring and Summer are vibrant and warm. Douglas County's county seat, Roseburg, is conveniently located on Interstate 5, roughly 67 miles south of Eugene and 96 miles north of Medford. Centrally located to camping, fishing, the high Cascades and Crater Lake, the beautiful Oregon coast, and the world-famous Wildlife Safari, activities in the area range from white water rafting to just plain relaxing. If you are an experienced information systems professional looking to work with a team of dedicated staff to provide excellent services, this is the right position for you!

THE COMMUNITY

Douglas County covers 5,134 square miles and is one of two Oregon counties that extend from the Pacific Ocean to the Cascade Mountain Range. Known for its temperate climate, the County is home to over 50 parks ranging from large facilities with overnight camping, to small boat launching access points, and is often referred to as the "banana belt" of Oregon. Outdoor recreational activities are plentiful and include rafting and fishing on the world-famous Umpqua River, hiking on an extensive network of trails, biking next to vineyards, cross country skiing, snowmobiling, and exploring the beaches of the Pacific Ocean. Douglas County's 110,000 residents enjoy a quiet rural lifestyle, while only being a short distance from airports, shopping and cultural activities in Eugene and Portland. Roseburg, the County seat, is the hub of many popular local events including the Douglas County Fair, a community theater, American Legion baseball, a free summer music concert series, and multiple parades. Roseburg is also home to first class medical facilities in Mercy Medical Center and the Roseburg Veterans Administration Health Care System.

The Douglas County economy is driven by the nearly 1.8 million acres of commercial forest lands contained within the County, resulting in approximately 25% of Douglas County's labor force being employed in the forest products industry which includes numerous sawmills and veneer plants, as well as one pulp and one particle board plant, and numerous shingle, shake, pole and other wood products plants. Agriculture is also an important factor in the economy with field crops, orchards, and livestock included as major products. Top employers in the County include Roseburg Forest Products, Mercy Medical Center, Swanson Group Aviation, Seven Feathers Hotel & Casino, and Umpqua Bank.



THE COUNTY

Douglas County was incorporated in January 1852 and is governed by a three-member Board of County Commissioners serving four-year overlapping terms. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions, and committees, and overseeing the operation of County departments with appointed department heads.

County Departments include: Assessor, Building, Building Facilities, Clerk, District Attorney, 911, Fairgrounds & Speedway, Human Resources, IT, Justice Courts, Juvenile, Management & Finance, Museum, Parks, Planning, Public Works, Salmon Harbor, Sheriff, Surveyor, Treasurer, and Veterans Services. Douglas County employs 524 FTEs and operates on a 2020 adopted budget of \$130,115,000.



THE DEPARTMENT

The Information Systems Department provides computer and other technology related services to all County Departments. The Department provides online data services to business and government agencies and is in charge of the County's telephone (voice) system which includes management of the County's telephone switches, 1-800 service, long distance service, pay phones, office telephone equipment, voice mail, billing and reporting.

The Department also supports highly technical and complicated computer systems as well as less sophisticated office automation systems, and both host based and micro based environments, networked and non-networked systems, digital and analog communications, and Internet/Intranet technologies.

Typical services include analysis and development of application processes, technical support and systems administration, security administration, networking design and management for both voice and data systems, systems configuration and installation, system performance evaluation and recommendation, trouble shooting and customer support, online data services to business and government, E-mail, document scanning, production printing, and training on the use of application software and hardware products.

The Information Technology Department operates with 11.3 FTEs on a 2020 budget of \$1,356,073, and is on call 24 hours/day, 7 days/week to ensure all County production systems, voice and data are functioning properly.

THE POSITION

Working under the authority and direction of the Board of County Commissioners, the Information Services Director serves as department head of the Information Systems Department which includes operation, programming and technical support sections. The Director performs administrative duties in planning, organizing, directing and evaluating department divisions and programs, and serves as a liaison between the department and user departments and vendors.

Other responsibilities include:

- Develop appropriate goals, objectives, standards and policies for Strategic Information Systems Plan to ensure effective County information systems integration and systems compliance.
- Establish County-wide assessment tools, technical standards and guidelines and ensures that departments are assisted in establishing short/long range planning related to information system technology, equipment and software.
- Prepare and administer annual budget; monitors expenditures for appropriation levels and cash flow; approves budget expenditures on an ongoing basis; present to budget committee.
- Participate in contract administration, audit and security control, cost/benefit analysis, product evaluation and acquisition and use of consultants.
- Represent the department at meetings with Board of Commissioners, County staff, outside agencies, vendors and the public regarding data processing projects; coordinate work with other departments and agencies and provide technical advice and expertise in achieving goals of department. Respond to, and effectively resolve, inquiries, complaints or problems affecting services.
- Supervise support staff through technical support manager and support services manager and is involved in selecting, training, and evaluating staff. Assume responsibility for work performed within department. Final approval of all selection, promotion and termination of employees. Establish and interpret policy and procedure.
- Prepare studies, reports; analyze data and develop recommendations.
- Retain County-wide responsibility to: (1) research and analyze current Data Center application capabilities; (2) define short- and long-range technology needs and solutions for County.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in business administration, data processing or a related field and six (6) years of progressively responsible experience in operation and/or programming of varied data processing equipment which includes two (2) years management/supervisory experience OR ten (10) years of progressively responsible experience in operation and/or programming of varied data processing equipment OR a satisfactory equivalent combination of experience and training. At time of appointment, the selected candidate must possess a valid Oregon driver's license.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of principles, methods and techniques of effective administration including public relations, personnel management and fiscal management to develop, implement and evaluate programs.
- Considerable knowledge of principles and practices of data processing operation and programming sections to efficiently implement department programs.
- Knowledge of municipal accounting, reporting and record keeping, and application of teleprocessing methods to the solution of diversified user problems.
- Knowledge of computer equipment and software which includes operating systems, application languages, personal computers, local area networks, mainframe connectivity methods, data management software and state-of-the-art system development and maintenance methodologies.
- Ability to courteously meet and deal effectively with employees, Board of Commissioners, County department heads, other agencies, businesses, vendors and the public.

- Knowledge of and the ability to interpret pertinent Federal, State and local laws, codes and regulations.
- Ability to communicate effectively in both oral and written forms, prepare and justify budget requests, perform short and long-range financial planning, analyze and evaluate operations, and develop and implement corrective action to resolve problems.
- Experience establishing and maintaining record keeping systems and reports, making decisions independently in accordance with established policies and procedures, establishing new policies when applicable and using initiative and judgment in completing tasks and responsibilities.
- Skill in supervising, motivating and leading staff of professionals and support staff, utilizing problem identification and resolution techniques, remaining calm and using good judgment during confrontational or high-pressure situations.

COMPENSATION & BENEFITS

- **\$86,923 - \$124,862 DOQ**
- Full-family Medical, Dental, and Vision Insurance
- County-paid life, accidental death & disability and long-term disability coverage
- Oregon State Public Employees Retirement System (PERS)
- Paid vacation, sick leave, and (10) paid holidays
- Voluntary benefits include optional flexible spending accounts, deferred compensation retirement plan, and supplemental life coverage

Please visit:
www.co.douglas.or.us

Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 12, 2020** (first review, open until filled). To **apply online**, go to **www.prothman.com** and click on "Open Recruitments" followed by the "Information Services Director – Douglas County, OR" option, and follow the directions provided.



www.prothman.com
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