

**REGIONAL BUILDING DEPARTMENT  
Information Technology (IT) Director  
Job Description**

**Job Title:** Information Technology (IT) Director

**Reports To:** Regional Building Official

**Pay Scale:** \$114,816 - \$158,080 DOE

**Benefits:** Medical, dental, vision, accrued paid vacation and sick leave, life insurance, PERA retirement plan, and relocation assistance

**Department:** 9812 IT

**Classification:** Exempt

**Location:** Colorado Springs, CO,  
Full-time on-site presence required

**Position Summary:**

The Information Technology (IT) Director is responsible for the management, oversight, development, and implementation of a comprehensive plan to achieve reliability and consistency in the application of IT. The IT Director must be proactive in problem-solving with experience in a wide range of platforms, services, and software and hardware configurations. In addition, the person must work collaboratively, be focused, and be goal-driven to ensure the needs and expectations of the Department and users (internal and external) are met. Work is performed under the general direction of the Regional Building Official.

**Supervision of Others:** IT Department staff.

**Core Values:**

- Demonstrate ability to take initiative and work under pressure and deadlines with minimal to no supervision.
- Display dependability through knowledge, attendance, follow-through, progress, and completion of tasks.
- Show teamwork by cooperating with others, exhibiting a positive attitude, and communicating honestly, openly, consistently, and directly; actively listen to others with an open mind.
- Ability to lead and oversee a dynamic team, providing strategic direction and effective leadership and management to ensure successful execution of projects and optimal performance of personnel.
- Demonstrate self-direction and decision-making while considering long-term goals and potential impacts of decisions.
- Demonstrate strong written and verbal skills, including, but not limited to, drafting, proofreading, and editing.
- Show flexibility within established parameters.
- Ensure satisfied Department staff and customers through the effective management of team members.

**Essential Job Functions: the functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions, as necessary.**

- Direct, manage, and oversee IT development, help desk, and network staff, while working closely with other Department and external agencies' staff and vendors.
- Be responsible for the direction, management, strategy, and execution of IT infrastructure and development.
- Develop long-term goals and initiate research and development, as needed.
- Execute and oversee technical projects in alignment with Department goals.
- Identify and leverage opportunities to improve and update software, hardware, and systems.
- Develop and implement IT policy and best practices guides for the organization; review and update network security and other policies, as needed.
- Interact with Department staff, external agencies, and internal clients on all levels to resolve IT-related issues promptly.
- Manage and evaluate employees' performance in accordance with Department goals.

- Identify opportunities for individual and team training and skills advancement for employees.
- Review, analyze, and prepare the IT Department budget; make decisions on purchases of hardware and software products and requests from other departments.
- Implement network security at a regional level; conduct regular system audits and checks on network, data accessibility, data back-up, and data security.
- Comply with and oversee all Department information system functions; ensure that all systems have the appropriate security levels to: (i) assure protection of personally identifiable information (PII) collected, stored, transferred, or used by the Department; and (ii) prevent unauthorized use and dissemination of data; oversee troubleshooting, systems backups, archiving, and disaster recovery and provide expert support when necessary.
- Prepare and share regular operation system reports with senior staff.
- Establish and oversee deadlines for all IT projects including, but not limited to, software development, system updates, upgrades, and migrations.

### **Qualifications:**

- Excellent interpersonal, oral, and written communication, and problem-solving skills.
- Ability to maintain an effective working relationship with a variety of diverse individuals including, but not limited to, internal staff, the public, and external agencies.
- Ability to facilitate team meetings effectively.
- Decision-making capabilities, and visionary leadership; ability to exercise sound judgment in safeguarding confidential or sensitive information.
- Ability and willingness to prioritize multiple requests and meet multiple deadlines.
- Ability to maintain a professional demeanor at all times, including during stressful and highly visible situations.
- Ability to manage and resolve issues in a timely fashion; ability to effectively communicate relevant IT-related information to administrative staff.
- Ability to maintain a flexible schedule depending upon the needs of the Department.
- Ability to manage and work in a team environment.
- Proficiency to manage Data/Information Management and storage such as: SQL, Azure, Iperius, and VMWare virtual server environment.
- Proficiency in Development Ops (Microsoft.net to include application programming using C# and VB.NET, Windows forms applications, ASP.NET web form, and MVC applications), Jira, GIS coordinate systems; desktop application development; 3<sup>rd</sup> party controls (DevExpress, Infragistics, Ajax, etc.).
- Ability to operate and oversee network systems including, but not limited to:
  - Cloud based phone systems; Switches, Routers, Load Balancers; DNS and TCP networking concepts; Office 365; modern web technologies; and network security operations.
- Ability to carry out and interpret policy, methods, and procedures relating to the conduct of an IT Department.
- Ability to review, understand, and make technical recommendations related to code.

### **Education and Experience:**

Must possess and maintain a valid Colorado Driver's License. A minimum of ten years of experience including a minimum of three years of management responsibility in the field of IT are required. Bachelor's degree with major coursework in IT, Computer Science, or Management is required. Relevant experience may be considered in lieu of a degree.

### **Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; stoop or kneel; crouch or crawl; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance; for extended periods. May have to climb ladders or flights of stairs or

crawl around in tight spaces. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Office environment; exposure to computer screens.

**This job description is not intended to be inclusive of all functions, responsibilities, and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.**

**Applicants must be currently authorized to work in the United States without sponsorship.**

**Equal Employment Opportunity/Affirmative Action Statement:**

The Department is dedicated to the principles of equal employment opportunity. The Department prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, gender identity, military or veteran status, or any other applicable status protected by federal, state, or local law.

**Americans with Disabilities Act Compliance:**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The Department will consider reasonable accommodation(s) for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the Department or cause a direct threat to health or safety. Prospective and current employees needing such accommodation(s) are instructed to contact their immediate supervisor or Human Resources.

**NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department.**

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**Employee Signature**

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**Review Date**

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**Employee Print Name**