Job Title: Director of Technology Services
FLSA Status: Exempt
Reports to: Deputy Director

SUMMARY:
This position is responsible for planning, developing, and coordinating the day-to-day activities of the Technology Services division of the Middle Georgia Regional Commission. The Director of Technology Services, under the supervision of the Deputy Director, directs and manages the efforts and staff of the Technology Services Department. The Director of Technology Services is a member of the Middle Georgia Regional Commission management team and works under the guidance of Senior Management and alongside cohort division managers to address organizational issues and concerns.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, manages, and directly assists Technology Services Department staff in the development of technology and geospatial (GIS) services for the Middle Georgia Regional Commission, its member local governments, and related state and federal entities.
- Develops, implements, and manages technology and geospatial (GIS) projects to foster improved efficiencies in public sector workflows and enhanced decision-making at the local, state, and federal levels.
- Manages the provision of direct local services, such as GIS-based tax parcel maintenance for Tax Assessors offices, at the request of member governments and per the authority and stipulations set forth under O.C.G.A § 50-8-35(11).
- Provides contract management for all projects initiated by the Technology Services Department to ensure completion and compliance with local, state, and federal requirements.
- Directs staff in the operation of the office Local Area Network (LAN) to include the administration, maintenance, and troubleshooting of network servers, peripheral devices, desktop computers, printers and related equipment.
- Manages the operation and configuration of the office computer network to include
domain (Active Directory) administration, web resources, email services, file transfer protocols (FTP), and related LAN/WAN (Internet-based) services for use by Middle Georgia Regional Commission staff.

- Ensures the continuous operation of storage, archival, and retrieval processes for all digital data products created and used by Middle Georgia Regional Commission staff.
- Recommends the purchase and acquisition of necessary hardware and software equipment to maximize staff work flow efficiencies and ensure access to current technologies.

**KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of networks, GIS, and up-to-date information technologies
- Knowledge of governmental budget principles
- Knowledge of laws governing information technology issues
- Knowledge of state, federal and private sector grant programs
- Knowledge of local government information technology issues
- Knowledge of local government operations
- Ability to read, analyze, and interpret common scientific, and technical journals
- Ability to write speeches and articles for publication that conform to prescribed I.T. styles and formats
- Ability to speak to and communicate with diverse groups of people
- Ability to oversee the operations of a department, including supervising personnel
- Ability to work on multiple projects at one time

**MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**
The Director of Technology Services should possess a Masters Degree in Information Technology, Public Administration, or equivalent from an accredited college or university as well as have previous experience in the information technology field; or five to ten years related experience and/or training; or equivalent combination of education and experience. This position requires advanced computer application skills.

**SUPERVISORY RESPONSIBILITIES AND CONTROL:**
The Director of Technology Services is supervised by the Deputy Director of the Middle Georgia Regional Commission. The Director of Technology Services directly supervises the Technology Services staff. This position carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. The Director of Technology Services assigns work in terms of general instructions requiring the use of judgment to Technology Services staff. Completed work is reviewed for compliance with procedures and for the nature and propriety of the final results. Other responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
TRAVEL:
The Director of Technology Services is regularly required to travel to meetings held throughout the Middle Georgia Regional Commission service area. The Director of Technology Services must possess a valid driver’s license and must have access to reliable transportation. The Director of Technology Services is sometimes required to attend meetings that occur during the evening after normal work hours, and/or during the early morning prior to normal work hours. Occasional overnight trips may be required. Some meetings may be held in areas outside the Middle Georgia Regional Commission service area.

GUIDELINES:
The incumbent utilizes knowledge and data from the following sources: Middle Georgia Regional Commission Procedure Manual and Office Policy, regulations and guidelines set forth in state contracts (DCA, Minimum Planning Standards, GDOT), National Map Accuracy Standards, FGDC metadata standards, State of Georgia base map standards, GIS documentation manuals, online help resources, GDOT Collection Guideline and Standards Manual, generally accepted cartographic mapping principles, web development coding and scripting principles, and compliance with current web site browser technologies.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from public officials, citizens, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively and persuasively present information to public officials, public groups, and/or business professionals.

COMPUTER SKILLS:
Ability to operate, maintain and troubleshoot problems for a variety of computer operating systems and hardware peripheral devices. Ability to analyze, query and display spatially-referenced and associated digital data in both secular and organized database formats. Ability to apply simple mathematical concepts to the analysis of geospatial (GIS) data to aid in problem solving and project completion.

COMMUNICATION SKILLS:
Must be able to communicate orally and in written form in a professional manner, solve problems, work with and supervise the work of others, work with and coordinate activities with local government officials.
REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in digital, mathematical, or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee is required to stare at computer monitor screens for long periods of time. The employee is occasionally required to type large volumes of data using a computer keyboard for long periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typically within an office or in the field with noise levels usually low to moderate.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the Middle Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor’s discretion, additional duties and responsibilities may be placed upon me at any time.

Employee’s Signature: ______________________________________ Date: ________________

Supervisor’s Signature: ______________________________________ Date: ________________