

INTERNAL POSTING ONLY

PROMOTION OPPORTUNITY FOR CURRENT EMPLOYEES

**DEKALB COUNTY GOVERNMENT
INFORMATION MANAGEMENT OFFICE DIRECTOR
August 30, 2017**

Due to a pending retirement, DeKalb County Government is recruiting for the position of Director of our Information Management Office. This office is responsible for all technology needs of the County and for the Geographic Information System (GIS) developed and maintained by the County. Detailed job responsibilities are available on the DeKalb County website, at www.dekalbcounty.org. Please be sure to visit the web site for specific directions regarding how and what to submit as an applicant for this position. The hiring range for this position is \$85,000 to \$100,000 depending on qualifications. Applications for this position will be accepted through Thursday, September 14, 2017. This initial application period is for any county-wide internal candidate, but the County Board's Finance Committee reserves the right to broaden the search parameters at their discretion.

PLEASE POST UNTIL SEPTEMBER 14, 2017

DeKalb County Government
Information Management Director - Application Process
August 30, 2017

Please Follow These Instructions for Submitting an Application

1. Cover letter addressed to the County Administrator (Gary Hanson) which may highlight any points about yourself that are not included on your resume, or that you feel need to be emphasized, as well as (a) addressing why you are seeking this position and (b) describing a significant accomplishment or project that you were instrumental in completing in the last three years.
2. Resume that includes three references with contact information; references will only be contacted for those applicants who are anticipated to be invited for an interview
3. Interviewees will need to provide their driver's license number in order for a background check to be conducted; the license number may be submitted with the application materials or when invited for an interview
4. Application packet must be submitted to the County Administrator as one "pdf" file and emailed to ghanson@dekalbcounty.org.

Anticipated Time-Line

Sept 14	Application Period Closes
Sept 15 - 20	Interview Appointments Set-up
Sept 25 - Oct 4	Interviews Conducted - interview will be in a group setting, depending on availability, with the 7 member Finance Committee, the County Board Chairman, and the County Administrator; a secondary screening Committee comprised of a subset of Department Heads and peers may be utilized
Oct 4	Committee selects a nominee
Oct 6	County Administrator extends job offer
Oct 16	Nominee accepts or rejects offer
Oct 18	County Board acts on hiring resolution
Oct 30	IMO Director begins position

The County recognizes that this schedule may need to adjust as circumstances change.

Overview

The Information Management Director is responsible for all aspects of the County's data and voice network, county-wide fiber network (known as "DATA"), and geographic information system (GIS). The Director reports to the Finance Committee of the DeKalb County Board and to the County Administrator and is charged with fulfilling the goals, objectives, standards, and initiatives set forth by both the County Board and County Administration.

Chief among the Director's responsibilities is the sustained reliability of the County's network that serves diverse and complex County Departments and related agencies and partners. While numerous daily, weekly, and monthly functions are required, major areas are described in broad terms below. A continued focus on an exceptional user experience – both internal to County staff – and external to DeKalb County's citizenry and beyond - is expected.

Network Technologies

The Information Management Director is responsible for the County's fiber-based network on two campuses and at a third location (Highway Department). Roughly 550 users; and 1,500-plus network devices (printers, WAPs, phones, mobile devices etc.) are supported. Two essential County offices, the Sheriff's Office, and the DeKalb County Rehab and Nursing Center are 24/7 Departments. Secure remote access is provided to staff, vendors, and partner agencies. Internal connectivity is expected to exceed 97% uptime.

Network security, both in terms of external threats, and competing, highly confidential internal information, is a top priority. Reliable data backups are essential. Remaining informed of current security standards is required.

The Information Management Office (IMO) utilizes both Windows Servers and VMware solutions, Cisco IP Telephony solutions, Cisco infrastructure, and Microsoft desktop software. Additionally, IMO works with various vendor systems (including Devnet for property tax system, Superior for financial and public safety, and Hexagon for GIS).

The Information Management Office has created and supports nearly fifty custom databases and websites for County Departments (MS SQL and Access). Up-to-date Disaster Avoidance & Recovery Plans and Network Diagrams are maintained, as is an inventory of computer assets.

IMO staff document approximately 9,000 completed tasks annually. A breakdown of task by category is: preventative network checks and monitoring: 60%; special projects: 15%; infrastructure: 10%; desktop support: 6%; GIS: 6%; and phone system support: 3%. Expanding areas of support include Sheriff's squad cars; expanded use of technology in the courtrooms, and expanded use by all departments of audio visual presentations and conferencing.

The Director researches future technology acquisitions; seeks expert external advice and assessments; prepares requests for proposals, completes and presents an Annual Report to the Finance Committee, and compiles various reports as requested.

Understanding the essential functions of each County department is critical, as is the development of trusted relationships with County Department Heads.

Fiber Optic Network (DATA)

The County constructed and owns a 130 mile fiber optic network made possible by a Federal Grant and a partnership with Northern Illinois University and the private sector (DeKalb Fiber Optics). The County operates the network in conjunction with the initial partners. Reliability and sustainability of the fiber optic network, within the rules of the Federal Grant, is a responsibility of the Information Management Office. Assistance with system components dealing with marketing, accounting, and policies are provided by the in-house departments of Community Development, Finance, and Administration.

GIS

The Information Management Director oversees the County's internally created and maintained web-based geographic information system named Compass and Compass Map. Compass utilizes Hexagon's GeoMedia Professional and Webmap Essentials. Data is accepted and imported from various County departments and presented in a user-friendly format. GIS staff create and maintain data standards, data presentation, data quality, perform data analysis, produce maps and reports, and identify areas where the use of geospatial data can be expanded. GIS data is of extremely high importance to the County's E911; and property tax systems.

The Information Management Office creates and maintains databases that extend beyond the scope of geographic information systems (including human resources database, court docket, etc.). As with Network Technologies, an understanding of each County department's function is required.

Administrative

The administrative responsibilities include:

- Key position to advise the County Board and County Administrator regarding current projects and issues as well as future technology trends and needs for the County
- Hiring, directing, leading, and empowering staff;
- Developing and implementing departmental expectations and procedures;
- Preparing and submitting an Annual Budget;
- Preparing and presenting an Annual Report to the County Board Finance Committee;
- Determining multi-year equipment replacement schedules;
- Remaining aware of both internal and external issues that may impact the County especially in terms of the delivery of information;
- Providing project management oversight for all technology projects and initiatives;
- Understanding the independence of individual departments and the complexities of DeKalb County Government's organizational structure;
- Maintaining and ensuring confidentiality of sensitive County information.

Time Commitments

The Information Management Director is a full time (40 hours / week) professional exempt position, with the expectation that actual hours will coincide with fulfilling job responsibilities. Attendance at monthly evening County Board meetings, monthly evening Finance Committee meetings, and occasional relevant additional Committee meetings is required. Attendance at Illinois County Information Management Association (ICIMA) conferences is encouraged.

Budget Considerations

Applicants should be aware that 2018 County Budget challenges may necessitate changes to the current staffing structure of IMO as well as to the IMO Director position and responsibilities. Those potential changes are not known as of yet, but changes to the Director position and responsibilities would be decided before hiring.

Information Management Office (IMO) Director Benefits

1. Health & Dental Insurance - Employer pays 75% of premium; below is 25% Employee Share for 2017, subject to change each calendar year:

	<u>25% Monthly Premium</u>			<u>Annual County Contribution to HSA (for HD Plan Only)</u>
	<u>PPO Plan</u>	<u>HD Plan</u>	<u>Dental</u>	
Employee	\$ 276	\$ 236	\$ 8	\$ 1,152
Employee & Children	\$ 536	\$ 452	\$ 16	\$ 2,400
Employee & Spouse	\$ 558	\$ 472	\$ 16	\$ 2,472
Family	\$ 696	\$ 586	\$ 24	\$ 3,168

PPO = Traditional Preferred Provided Option Plan

HD = High Deductible Plan

- a. Eligible for insurance the first of the month following the first full month of employment.
 - b. Buyout, if no insurance is taken, is \$ 3,000 (must be insurance eligible at least six months in calendar year).
2. Term Life Insurance of \$50,000 - Employer pays 100% of premium.
 3. Pension - Illinois Municipal Retirement Fund (IMRF) - Employee pays 4.5% (per statute) and County pays 11.00% (changes each year).
 4. Holidays - 13 Paid Holidays in 2017 and 13.5 Paid Holidays in 2018.
 5. Vacation & Sick Leave - County Department Heads have discretion as to the amount of time they take off as long as “the job gets done”. Typically, vacation time will be 3 to 4 weeks.
 6. After one year as IMO Director:
 - a. Receives 3% of base salary into Deferred Compensation (457k) Program or IMRF Voluntary Additional Contribution Program.
 - b. May elect to participate in Department Head Short-Term Disability Program which guarantees 50% of salary for up to two years for qualifying disabilities (this is in addition to IMRF disability program). Employer self-insures this benefit, but employee contributes about \$10 per month (fee and program subject to change).
 7. Attendance at one national conference each year after the first year of employment, subject to an annual appropriation.