

## COOK COUNTY BOARD OF REVIEW



### Director of Information Technology

Department:	Board of Review	Job Code:	9794
Grade:	23	FLSA Status:	Exempt
Position I.D. No.:	016552	Salary:	130,000-148,000

### **Job Summary**

The Director of Information Technology (IT) is results-oriented and able to lead our growing IT department. The Director of IT is a critical member of the Cook County Board of Review (CCBOR) and is responsible for the planning, deployment, and maintenance of IT systems and operations, as well as the preservation of data integrity. The Director of IT manages IT personnel and is responsible for developing IT policies and standard operating procedures. This role is required to evaluate the risk-potential, value, and costs of new IT initiatives. Additionally, they must possess strong communication skills and the capacity to effectively present before public bodies on topics related to the agency's goals and objectives, as well as progress updates on projects.

The Director of IT works in collaboration with stakeholders from the Board of Review and the Bureau of Technology (BOT) to create and execute innovative technology solutions that align with our business objectives. Asset management is also a responsibility of this position. Essential Job Duties/Key Qualifications

- Provide strategic direction and vision for the IT department.
- Responsible for administrative management of 5-10 IT professionals, either as direct reports or sourced.
- Develop and manage the IT team, including recruitment, onboarding, training, and performance management, staying current on industry trends in IT talent acquisition and retention.
- Leadership and project management on all IT projects fostering a positive and productive work environment for the IT team.

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- Accountable for delivering projects within scope, schedule, and budget.
- Develop and manage the annual IT budget, ensuring alignment with business objectives ensuring the monitoring and controlling of IT spending, identifying cost-saving opportunities, securing funding for new technology initiatives, and providing accurate and timely financial reports to senior management.
- Oversee IT vendors, contractors, and service providers.
- Oversee the lifecycle management of IT assets, including maintaining a comprehensive IT asset management system, which includes acquisition, deployment, maintenance, and disposal.
- Lead the development and implementation of disaster recovery and business continuity plans for IT infrastructure.
- Ensure compliance with all relevant IT security regulations and standards, keeping current on emerging IT trends and technologies.
- Collaborate with internal and external stakeholders to ensure successful integration of technology solutions.
- Identify areas for process improvement and implement changes to improve efficiency and performance.

**The duties listed are not set forth for the purpose of limiting the assignment of work. They are not constructed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

### **Education & Experience**

- Bachelor's degree in computer science, Information Technology, or a related field (Master's degree preferred).
- 10+ years of experience in a leadership role within Information Technology.
- Proven track record of success in IT asset management, budget management, and HR for IT teams.
- Strong understanding of IT security and compliance regulations.
- Advanced technical and business knowledge in SDLC, quality assurance, project management and other related disciplines/processes.
- Excellent PowerPoint and executive presentation skills.
- Excellent communication, collaboration, and leadership skills.

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- Ability to think strategically and develop long-term IT plans.
- Proficient in Microsoft Office Suite and project management methodologies.
- Proficient (preferred) knowledge of the Cook County Board of Review.

**(Resume and application must clearly indicate the duration and nature of work experience and education for consideration in accordance with all minimum and preferred qualifications.)**

### **Physical Requirements**

- Long periods of time working on computer requiring vision and typing capability.
- Ability to sit and stand for extended periods of time.
- Regular use of telephone.
- Traveling between office and meetings may be required.

**The Cook County Board of Review prohibits all unlawful discrimination in its hiring and promotional process.**

**COOK COUNTY BOARD OF REVIEW IS AN EQUAL OPPORTUNITY EMPLOYER**