

RESOLUTION 2023-309

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY ADOPTING JOB DESCRIPTION, “DIRECTOR OF
INFORMATION TECHNOLOGY” TO BE ADDED TO JOB DESCRIPTIONS
FOR THE TOWNSHIP OF BARNEGAT**

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Director of Information Technology is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held on the 5TH day of September, 2023, in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ 08005

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: Director of Information Technology

DEPARTMENT: Administration

STATUS: FULL TIME (X) PART TIME ()

CREATED: SEPTEMBER 5, 2023

Description

The Director of Information Technology's role is to ensure the streamlined operation of the IT Department in alignment with the business objectives of Barnegat Township. This Position requires this individual to coordinate, direct, and design IT-related activities of the Township, as well as provide administrative direction and support for daily operational activities of the IT department. The Director of Information Technology will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the Township. This person will also define and implement IT policies, procedures, and best practices.

Responsibilities

- Lead IT Department operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources.
- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, peripherals and phone system.
- Benchmark, analyze report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Provision of end-user services, including help desk and technical support.
- Work with Department heads to define Township business and systems requirements for new technology implementations.
- Direct research on potential technology solutions in support of procurement efforts.
- Keep current with the latest technologies.
- Manage financial aspects of the IT Department, including purchasing, budgeting, and budget review.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Approve and oversee IT projects and project portfolio.
Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Practice asset management for IT hardware, software, and equipment.
- Establish and maintain regular written and in-person communications with the Business Administrator, Department heads, and end users regarding pertinent IT activities.

- Development and maintenance of Audio and Visual Systems to live stream record and archive Township meetings on Township website.

Position Requirements

- University degree in the field of computer science or 5 years management experience.
- Strong technical knowledge of network and PC operating systems, including Microsoft server 2016 and Up, Windows 10 and Up
- Strong technical knowledge of current network hardware, protocols, and standards, including TCP and VOIP and VPN technologies.
- Extensive application support experience with Edmunds, Avaya, Extreme Switching, Barracuda Products and VMWare
- Proven experience in IT infrastructure planning and development.
- Excellent understanding of the Township's goals and objectives.
- In-depth knowledge of CJIS and NIST compliance
- Strong understanding of project management principles.
- Strong leadership skills.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Ability to conduct and direct research into IT issues and products as required.
- Ability to present ideas in business-friendly and user-friendly language.
- Ability to perform general mathematical calculations for the purpose of creating business cases, budgets, and so on.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical, evaluative, and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Exceptional customer service orientation.
- Extensive experience working in a team-oriented, collaborative environment.

Work Conditions

- On-call availability for 7 days a week.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.
- Occasional inspection of cables in floors and ceilings.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.