**Cass County Job Description**

**Job Title:** Director of Information Technology & GIS **Prepared By:** Board of Supervisors

**Reports To:** Board of Supervisors **Prepared Date:** 2/15/2017

**Department:** Information Technology

The IT position requires a high level of responsibility, attention to detail, the ability to work under pressure, and ability to maintain privacy and confidentiality. Candidate must have the basic and working knowledge of desktop hardware; with the ability to work as a liaison to our software vendors which would include trouble shooting and maintenance with guidance from our IT Vendor. Must have the ability to work with department heads for purchasing technology and courthouse VOIP telephone systems.

Job requirements for the GIS position include knowledge of ESRI product lines, including ARC GIS and Geo databases experience. Determine long term planning related to GIS. The successful candidate will be required to consult and advise county personnel, departments, local agencies, and other organizations for the purpose of discussing all GIS data issues, projects and operations. Establish and maintain effective relationships with elected officials, department heads, other county employees, vendors, and members of the public. Knowledge of the CAMA System is a plus but not required upon hiring.

All candidates must pass a physical, drug test, and background check (including FBI fingerprint check). Previous IT/GIS experience a plus.

Salary will be determined by qualifications. This will be a six month part time contract position that does not include benefits. Hours will vary with 15 hours guaranteed a week with the possibility of additional hours.

All applicants should include a cover letter and resume along with their application. Applications can be picked up and dropped off in the Cass County Recorder’s Office. Deadline for applications will be March 3rd, 2017.