Fayette County Clerk's Office
162 East Main Street
Lexington, KY 40507
859-253-3344

Susan Lamb, Fayette County Clerk
SLamb@fayettecountyclerk.com
www.fayettecountyclerk.com

Information Technology Manager
$92,000-$102,000/year
75-80 employees

Benefits:
Health Insurance
Dental Insurance
Life Insurance
Vision Insurance
401(K)
Retirement Plan
Free Parking
Sick & Vacation Leave
Employee Assistance Program
Flexible Spending Account

The Fayette County Clerk's Office plays a crucial role in managing and maintaining important public records and services, which can have a significant impact on the community. Our focus going forward includes engaging our community by improving communication and technology. The work in the County Clerk's Office supports the smooth functioning of local governance and community well-being. Our ideal candidate will help to ensure that these essential services are provided efficiently and effectively.

Submit your letter of interest and resume by September 6, 2024 to Susan Lamb, County Clerk, SLamb@fayettecountyclerk.com

JOB DESCRIPTION
DEPUTY CLERK – INFORMATION TECHNOLOGY MANAGER

Summary

The IT Manager provides managerial, operational and working support for all of the IT and telephonic needs of the Fayette County Clerk's Office. This position has two employees who report directly to the manager and the position reports directly to the County Clerk.

This position is responsible for the technical design, architecture, implementation and operational support of software and hardware components including, but not limited to Exchange, Microsoft Office Suite, VOIP, JAVA application development, and data center infrastructure components; including data communication services, wireless services, virtual server & storage management, network connectivity and security, physical office security, internet presence, and messaging services.

Responsibilities

- Manage the implementation, installation, and operation of information and functional systems
- Oversee the administration and maintenance of all software and hardware components including servers, desktops, laptops, cameras, printers, routers and switches.
- Manage a team that supports key software and hardware infrastructure components including Microsoft Office, WAN, LAN, Email and virtual servers
- Work with business partners in the planning and implementation of additions, deletions and major modifications to the supporting infrastructure
- Oversee troubleshooting, system backups, archiving, and disaster recovery
- Interact with internal and external stakeholders on all levels to help resolve IT-related issues and provide answers in a timely manner
- Design and implement technology solutions that are standards based, scalable and sustainable
- Manage various vendor relationships to ensure license compliance and maintenance contracts
- Conform with and abide by all regulations, policies, work procedures and instructions
- Manage external communication channels consisting of social media accounts and website
- Stay abreast of the latest intelligence from law enforcement and other sources of cyber threat information

Qualifications

- Bachelor's Degree in computer science or a related field
- Minimum 5 years of related experience

- In-depth knowledge of Object-Oriented Design (OOD) and JAVA
- Strong understanding of software engineering best practices, including coding standards, code reviews, source code management, build processes, testing, and operations
- Working knowledge of Networking concepts (Voice & Data), Virtual Server Environment, VMware vSphere, Windows Client Systems, Windows Active Directory, MS Exchange, Web development and HTTP
- Experience with relational databases (e.g., SQL Server, DB2 for ISeries)
- Proficient in Microsoft Office Suite or related software
- General knowledge of Palo Alto Firewalls and Cisco Switches helpful
- Familiarity with IBM ISeries (AS400) Midrange System a plus
- Excellent communication and customer service skills
- Good reasoning, problem-solving, and analytical skills
- Good organizational skills

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, seldomly stand, and occasionally walk. The employee is occasionally required to lift or carry up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Position Type

This is a full-time position: On-Site, Monday through Friday, 8:00 AM – 5:00 PM

The Fayette County Clerk's Office is committed to nondiscrimination in hiring, promotion, discharge, pay, fringe benefits and other aspects of employment, on the basis of race, color, religion, sex, disability, age, national origin, veteran status, sexual orientation, gender identity, genetic information or ancestry, or because the individual is a smoker or non-smoker, as long as the person complies with any workplace policy concerning smoking.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Updated: August 2024