



# *The City of Rincon, GA*

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**Job Title:** IT Director  
**Department:** General Administration

**Class Code:**  
**FSLA: Exempt**

## **Job Summary**

Administer the city's IT systems to include networking technologies, information technology support services to maintain desktops, network servers, storage servers, firewalls, multiple internet connections, wireless networks, website, private cloud/hosted servers, public cloud services, specialized applications and databases, remote user access, help desk systems, office to office virtual private networks and associated software applications.

## **Duties and Responsibilities**

- Installs, integrates programs, administers, and maintains a variety of computer operating systems and applications.
- Establishes and maintains security user access as required.
- Performs system maintenance activities.
- Plans, develops, and analyzes additions, changes and enhancements to hardware and software; determines impact to existing systems, and local/wide area [LAN/WAN] networks.
- Ability to install, repair and troubleshoot applicable network wiring and connection points.
- Configures employee workstations.
- Maintains documentation of system requirements and specifications.
- Serves as point of contact with technology vendors for the city.
- Responds to requests from users throughout all city departments regarding hardware and software problems.
- Coordinates with department heads in planning for future acquisitions and upgrades to equipment and software.
- Investigates, analyzes, and resolves hardware and software-related issues.
- Performs related work as assigned.

## **Minimum Education and Experience**

- Requires a bachelor's degree in Information Technology (IT).
- Supplemented with four (4) years of progressively responsible IT related experience preferably in the public sector.

## **Required Certifications, Licenses, and/or Skills**



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- Must possess and maintain a valid Georgia driver's license.
- Must pass drug screening and background check.

### **Physical Demand**

Sedentary Work – Involves lifting no more than 10 pounds at a time, and occasionally carrying objects weighing up to 5 pounds.

### **Work Environment**

The work is performed in a standard office environment but will require working directly in all department locations throughout the City.

### **Americans with Disabilities Act Compliance**

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.