

Position Title	Director of IT	
Position Statement	All NCW staff embrace these core competencies as an organization and as individuals who positively represent the library and its mission in the community.	
	<ul style="list-style-type: none"> Ethical Practice Professionalism Building Respectful Relationships Valuing Diversity & Promoting Inclusiveness Library Advocacy & Intellectual Freedom 	<ul style="list-style-type: none"> User Focus Effective Communication & Collaboration Foundational Knowledge Adaptability Continuous Learning
Position Summary	The IT Director provides operational and strategic leadership for the library district to build and maintain its portfolio of operational and information technology assets. This role is responsible for providing leadership in deploying, operating, monitoring, and maintaining computing and telecommunications equipment and systems that meet NCW Libraries' current needs and anticipated future requirements. The IT department supports both staff and branch computing and voice services throughout our 30-branch service area. The incumbent is responsible for all aspects of information technology management and control, including supervision of personnel, budget management, oversight of technical system/solution acquisitions, development of guidelines, standard operating procedures, strategic plans, and operational decision-making.	
Essential Functions	<ul style="list-style-type: none"> Oversees delivery of services throughout NCW Libraries' service area (30 locations), managing to or exceeding service, performance, and capacity metrics. Manages and coordinates the department's day-to-day operations including technology planning, project management, service request flows, network/systems administration, help desk and technical support. Directs and participates in the development, implementation and review of Information Technology plans, policies, and procedures. 	<ul style="list-style-type: none"> Establishes technical standards, methods, and operating procedures priorities for the department. Develops and executes methodologies and processes that ensure the most effective use of resources. Develops and manages relationships and collaboration opportunities with key vendors and technology partners. Implements infrastructure and processes for keeping NCW Libraries' technology systems secure.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> Demonstrated customer and project management skills to include strong prioritization, organization, planning, teamwork, problem-solving, and negotiation skills. Demonstrated ability to provide excellent customer service; to motivate, lead, and manage staff; and to effectively interact with all levels of employees, patrons, and representatives of external organizations. Experience in analysis, implementation and evaluation of IT systems and their specifications. Must have a focus on collaboration and be able to work well in a team environment, both as a leader and as a team member. Excellent organizational and leadership skills. 	<ul style="list-style-type: none"> Basic knowledge of state and federal wage and hour laws, EEO, ADA, and L&I. Must be proficient in the Microsoft Office Suite with the capacity to learn new software. Must possess strong organizational skills, be able to establish priorities, and meet deadlines. Must have strong verbal and written communication skills with the ability to mediate conflict, provide coaching and discipline, and develop direct reports. Experience in setting and controlling IT budgets. Demonstrated commitment to diversity and inclusion.
Education & Experience	Bachelor's degree in Computer Science, Information Technology, Engineering, or related field; advanced degree preferred. Progressively responsible IT work experience with a minimum of seven years of supervisory experience in an IT leadership role.	
Special Requirements	Valid driver's license in the State of WA. Flexibility to work evenings and weekends.	
Physical Requirements	While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for long periods of time; walk; stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision. The noise level in the work environment is usually moderate.	
Wage & Benefits	<ul style="list-style-type: none"> Minimum \$90,056.36 annually Exempt Full-Time 	<ul style="list-style-type: none"> Medical, dental, vision, life Sick and vacation leave Retirement through State of Washington