



# **BINGHAM COUNTY** **Is Recruiting For**

## ***I.T. DIRECTOR/ADMINISTRATIVE LIEUTENANT***

**Bingham County is seeking an IT specialist who also has knowledge of Law Enforcement software.**

**I.T. specialists (non Law-Enforcement), or 'Post' Certified applicants are welcome to apply.**

**Salary Range: \$80,000.00 to \$100,000.00 – DOQ/DOE**

**Fulltime, County Benefits Included.**

**Closing date: Open Until Filled**

FLSA Designation: Exempt

### **Essential Duties and Responsibilities (will vary by assignment)**

- Attends necessary staff meetings, plans, coordinates, and schedules training of personnel in Sheriff's Office and all other county employee in regards to function of technology assets;
- Supervises and maintains County computer systems and operations including, but not limited to, computer systems, networks, hardware and software, network servers, system equipment, backups, operating system upgrades, software upgrades, security procedures, and database maintenance;
- Works closely with decision-makers in County departments to identify, recommend, develop and support cost effective technology solutions to best fit the County's operations and needs;
- Enforces state laws and county ordinance violations;
- Manages the IT Department and supervises staff;
- Develops and monitors budget, including assisting all other county departments with technology budgeting;
- Represents the Sheriff's Office and County Commissioners in meetings with contractors and vendors;
- Acts as media liaison deputy at the direction of the Sheriff or his designee;
- Performs all work and activities in accordance with county policy, procedures, and safety practices;
- In the absence of a county Systems and Network Administrator, performs all duties of that classification;
- Supervises and maintains County telephone systems.

## Full Job Description is available from Bingham County HR Department

### **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the right side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

### **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L. Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

***If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.***