

Kenneth Walker  
Chairman

Gary Teichmiller  
County Administrator



Kerry Watson  
Associate Commissioner, Place 1

Garry Marchman  
Associate Commissioner, Place 2

January 10, 2018

**NOTICE OF JOB VACANCY**

Department with Vacancy: **Information Technology**

Job Title: **Director**

Schedule and Grade for Position: Office Hours, Monday-Friday 7:30 am – 4:30 pm\*  
Occasional Overtime may be required  
Non-Classified Position reporting directly to the Cullman County Commission.  
Salaried Pay To Be Determined (based upon qualifications/experience)

Position Summary Description: The employee is responsible for maintaining the county computer systems. Maintains the mainframe, personal computers, printers, etc. Develops the Information Technology budget and ensures expenditures follow budget guidelines. Assists employees and department heads with hardware and software problems and purchases. Other duties as assigned by the commission.

- Requirements for Position:
- Knowledge of design, programming, installation and maintenance of computer equipment and systems.
  - Working knowledge of the AS400 I.B.M. system.
  - Ability to troubleshoot mainframe and software problems.
  - Writing skills to prepare work related reports.
  - Reading skills to comprehend technical materials, manuals and professional journals.
  - Math skills to develop and administer budget.
  - Communication skills to effectively communicate with public officials, co-workers, department employees and vendors.
  - Ability to develop effective working relationships with co-workers, department employees and public officials.
  - \*Ability to work non-traditional hours including nights and week-ends as needed.

This is a "safety-sensitive" position. Successful candidate must pass a pre-employment physical and drug test and will be subject to random unannounced drug testing throughout employment with the County in a "safety-sensitive" position.

Education: Must possess an associate's degree in information technology, computer science or related field and 3 years related experience preferred; however, any combination of education and work experience which provides the qualifications listed above will be considered.

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department, located in the county courthouse, to fill out an application. Applications are also available for download at [www.co.cullman.al.us](http://www.co.cullman.al.us)  
Applications will be taken from 8:00am Wednesday, January 10, 2018 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER