



## WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Jonathan Hofstetter ★ Ron Amstutz

# JOB ANNOUNCEMENT

## Director of Information Services

*Job Stability! • Great Benefits! • Great Retirement System! • Great Team!*

The Wayne County Commissioners are currently accepting employment applications for the full-time position of Director of Information Services. Bachelor of Science Degree or higher in information technology, computer sciences or other related discipline is preferred. Applicants should have in-depth knowledge and experience with computer, telecommunication networks and phone systems, or equivalent experience. A valid driver's license is required.

This position will report to the County Administrator and oversee information services for all county offices.

The duties for Director include, but are not limited to, the following:

- Supervises the work of assigned personnel (Schedules and assigns tasks; recommends discipline or commendation; evaluates performance; approves or denies leave requests; receives and attempts to resolve complaints; provides training; etc.)
- Oversees and directs the operation of the Commissioners' computer networks and county backbone system (maintains or arranges for the maintenance of the network, including related departments; recommends and implements upgrades and changes; receives and attempts to resolve complaints; expands the County backbone system when possible and as needed; provides for appropriate training; advises the Commissioners on recent technology and design system solutions to fit current needs; oversees and arranges for the maintenance and updating of the County website; etc.)
- Oversees and directs the operation of the countywide phone and voicemail systems (arranges for service when needed to ensure 24/7 operation of the systems; receives and attempts to resolve complaints; provides training, recommends and implements upgrades and changes; ensures the security of the system; etc.)
- Oversees the computer system security to ensure compliance with HIPAA regulations for the protection of personal health information within the benefit program (maintains and directs appropriate actions to be taken to protect sensitive information; ensures reasonable security measures are taken and that regular changes in passwords take place; etc.)

Qualified applicants must complete a **required** employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it along with your resume to [waynecountyhr@wayneohio.org](mailto:waynecountyhr@wayneohio.org). You can also mail it to the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Marcy Stoller. Questions? Call 330-287-5410.

**Posted: 12/18/23. Open until filled**  
*Wayne County is an Equal Opportunity Employer*

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407  
[commissioners@wayneohio.org](mailto:commissioners@wayneohio.org)

*We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age*