

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1892

**TITLE:** IT PROGRAM DIRECTOR II

**GRADE:** S-35

**DEFINITION:**

Under administrative supervision, provides planning, direction, and integration of activities and resources for a major information technology operation that deals with the newest technology and has a County-wide impact. The operations can include IT planning and research, technical support services, and/or IT policy development. A key characteristic of these operations is the on-going use of a large number of IT consultants to provide expert assistance in the application of new technology; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is managerial work ensuring the effective functioning of a major IT area program and its integration in County operations. Although positions in the IT Program Director I and II classes share common administrative duties, positions in this class manage operations dealing with technology that is more dynamic and changing than positions in the IT Program Director I class. In addition, IT Program Director II positions manage IT operations that impact all County Agencies while IT Program Director I positions can manage IT operations that impact a more limited number of Agencies.

**ILLUSTRATIVE DUTIES:**

Manages all activities relating to the policy, development and implementation of the County IT strategic plan;

Combines the goals of the County with advancements in the IT field into specific IT goals, objectives, and solutions for effective operations;

Directs and manages the provision of a broad range of technical support services to assist individual users and County agencies in maximizing business value derived from information technology;

Directs the development of IT project plans by facilitating and directing multi-disciplinary teams, developing and evaluating RFP's, tracking expenditures, etc.;

Direct full life-cycle management of simultaneous IT projects;

Oversees division administrative matters including budget, personnel, training needs, coaching, and counseling of employees and promotion of learning activities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of organizational management, budgeting, personnel administration, and financial management;

Extensive knowledge of County government operations;

Knowledge of the methods and practices of operational short- and long-range planning;

Ability to supervise and provide leadership to individuals as well as groups of employees;

Understanding of the capabilities and requirements of various computer platforms and their potential impact on operations;

Considerable knowledge of the administrative/operational areas (e.g., planning, training, etc.) relevant to the position.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Possession of a bachelor's degree in computer science, or closely related field; PLUS  
Seven years of progressively responsible experience in applying information technology to meet the needs of a government or business organization.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REGRADED: March 6, 2009  
ESTABLISHED: May 24, 1999