

Job Title: Information Technology Administrator

Department: Henry County Government – Information Systems

Reports To: Henry County Mayor

Position Summary:

The Information Technology Administrator maintains and provides technical oversight for Henry County's IT systems, assists with cybersecurity practices, and supports technology planning to improve efficiency, security, and service delivery across county government.

Key Responsibilities:

Information Technology Administration

- Oversees daily IT operations and maintenance including hardware, software, network systems, and user support.
- Coordinate with vendors, service providers, and county departments to maintain reliable and secure technology infrastructure.
- Assist with cybersecurity practices including password policies, system updates, and incident response coordination.
- Maintain inventory of county technology assets and ensure lifecycle planning for upgrades and replacements.
- Support implementation of new systems, digital tools, and technology improvements.

Technical Support & Training

- Provide first-line technical assistance to county employees for computers, printers, software, and network access.
- Assist departments with technology needs assessments and recommend solutions to improve efficiency.
- Develop and deliver basic training for staff on software applications, cybersecurity awareness, and digital tools.

Administrative & Coordination Duties

- Maintain organized records, digital files, and documentation for IT systems.
- Prepare reports, presentations, and updates for county leadership and the County Commission.
- Assist the public and county staff by explaining technology procedures, and compliance requirements.
- Support special projects assigned by the Mayor or CFO, particularly those involving technology or external funding.

Minimum Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree in information technology, or a related field preferred.
- Must possess a valid Tennessee driver's license and a clean driving record.
- Ability to obtain relevant grant management or IT certifications within 12 months of hire.

Knowledge, Skills, and Abilities:

- Knowledge of basic IT systems, networks, cybersecurity practices, and troubleshooting methods.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Proficiency in Microsoft Office, cloud-based systems, and digital recordkeeping tools.
- Excellent written and verbal communication skills.
- Ability to analyze data, prepare reports, and maintain accurate documentation.
- Strong problem-solving abilities and capacity to work independently or collaboratively.

Working Conditions:

- Work is performed primarily in an office environment with frequent field visits to project sites or county facilities.
- Occasional lifting of equipment, computer hardware, or files may be required.
- Periodic evening or weekend work may be necessary to respond to IT issues.

Preferred Certifications (or ability to obtain):

- CompTIA A+, Network+, or equivalent IT certification
- FEMA NIMS/ICS Training (ICS 100, 200, 700)

Henry County Government is an Equal Opportunity Employer