



IT TEAM LEAD JOB DESCRIPTION

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

ROLL CALL Board Members	AYE (Yes)	NAY (No)	Abstain / Excused
1. ALEC HAMPTON	✓		
2. JERRY BILLER	✓		
3. KATHY HALBUR	✓		
4. JOHN MOORE	✓		
5. TERRY WEDWICK	✓		
6. KEITH JACOBSON	Absent		
7. SUZANNE VOHS	✓		
8. TOM CUDO	✓		
9. PHIL UNTERSCHUETZ	✓		
10. BRIAN COGGINS	✓		
11. PHIL SCHNEIDER	✓		
12. JIM MEYER	✓		
13. KURT GORSEGNER	✓		
14. JOHN KALEPP	✓		
15. TOM HANSON	✓		
16. LOIS GOODE	✓		
17. DAVE WILLINGHAM	✓		
18. MIKE RUSSELL	✓		
19. DAN GUDIS	✓		
TOTAL	18	0	1

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Russell Defeated

2nd Meyer

No: 0 Yes: 18 Exc: 1

Reviewed by: _____, Corp. Counsel

Reviewed by: Jimie Will, Finance Director

FISCAL IMPACT: (Note if there is any fiscal impact or not)

\$0

Certification:

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 17 day of December, 2024 by the Rusk County Board of Supervisors.

Connie Meyer
 Connie Meyer
 County Clerk, Rusk County

1 **WHEREAS**, the IT Director opening in the IT Department brought forward the
 2 opportunity to review the job description; and,
 3
 4 **WHEREAS**, the job description for this position was never updated to accurately
 5 reflect duties and responsibilities after the Facilities Manager position was
 6 created in June of 2022; and,
 7
 8 **WHEREAS**, a Job Description Qualification (JDQ) was created and submitted
 9 to Carlson Dettman for the IT Director, renamed in the JDQ to IT Supervisor
 10 with the appropriate duties and responsibilities listed under the Facilities
 11 Manager; and,
 12
 13 **WHEREAS**, a job description was then created based on this JDQ and reviewed
 14 by the Personnel Committee; and,
 15
 16 **WHEREAS**, the Personnel Committee determined the attached job description is
 17 appropriate with a change of title to IT Team Lead; and,
 18
 19 **WHEREAS**, this position does not need to be re-graded as the duties are
 20 consistent with what was sent in originally.
 21
 22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rusk County Board of
 23 Supervisors does hereby approve the attached job description for the IT Team
 24 Lead effective December 17, 2024.
 25

SUBMITTED BY:

Rusk County Personnel Committee

Mike Russell
 Mike Russell, Chairman

Tom Cudo
 Tom Cudo, Vice Chairman

 Keith Jacobson

Jim Meyer
 Jim Meyer

Dave Willingham
 Dave Willingham



Position Description

Position Title	IT Team Lead
Department	IT
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	Facilities Manager
Direct Reports	IT Specialist
Last Updated	December 17, 2024

Purpose of Position

The IT Supervisor oversees and supports all computer and network-related systems within and connected to the Rusk County Government Center. This role ensures efficient, secure, and reliable technology systems for employees, while also engaging with external vendors to support organizational technology needs. The IT Supervisor, in conjunction with the Facilities Manager, oversees IT operations, project planning, security initiatives, and team development, playing a critical role in maintaining and advancing the county's IT infrastructure.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage assignments, research technology needs, and oversee purchasing and invoicing for the department.
- Maintain records, complete paperwork, and ensure effective records management.
- Collaborate with department managers and employees to identify and implement appropriate technologies.
- Coordinate with external vendors for purchases or support on larger projects.
- Participate in various meetings and stay informed on industry trends through training and education.
- Identify IT issues and propose actionable solutions, outlining required resources, costs, and timelines.
- Develop and present project plans for approval, especially for significant purchases through the Property Committee.
- Implement and manage firewalls, email rules, WiFi permissions, and security protocols.
- Deploy and maintain security software, including antivirus and antimalware systems.
- Conduct backups, server checks, and collaborate with external auditors for security assessments and penetration testing.
- Ensure compliance with Federal, State, and other agency security standards.
- Address IT trouble tickets and resolve issues promptly, developing plans for long-term fixes when needed.
- Push updates to employee computers and network servers (WSUS) and perform hardware and software testing.
- Maintain printers, complete backups, and handle installations.
- Provide user training and assist with technology-related challenges.
- Assist in the evaluation of employee performance, preparation of work schedules, and provide clear work direction to other members of the IT department.

Education, Experience, and Skills

1. Associate's degree in Information Technology, Computer Science, or a related field, plus 3 years of relevant experience; or 6 years of experience may be considered in lieu of a degree.
2. Strong expertise in network management, system security, and IT project planning.
3. Experience with security software, server management, and compliance audits.
4. Proficiency in troubleshooting hardware and software issues.
5. Exceptional organization and communication skills, with the ability to work collaboratively with employees, vendors, and the public.
6. Excellent problem solving and critical thinking skills.
7. Ability to work with minimal supervision in a team environment while managing multiple assignments and meeting deadlines and projecting budgets.
8. Effective attention to detail and a high degree of accuracy.
9. Familiarity with public sector IT system is a plus.

Physical Requirements

This job entails minimal physical demands, typically found in an office environment, with very limited exposure to workplace hazards. Some lifting, moving, bending, and twisting.

Work Environment

Usual office working conditions – comfortable work environment.

EOE / ADA Statement

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: _____

Signature: _____

Date: _____