**Class Summary**

The IT Manager - Principal acts on the behalf of division directors and deputies with the highest level of delegated responsibility and accountability and oversees Senior IT Manager(s), IT Managers, and/or individual contributors; defines the costs for implementation and ongoing support for large capital projects; directs the development and implementation of infrastructure, solutions design, services, operations, architecture, and/or business process activities; drives strategy, standards, designs, and direction for multiple functional areas; and optimizes solutions to leverage technical, functional, and/or ERP investment.

**Distinguishing Characteristics**

This is the third level in a three-level classification series. This classification is distinguished from the IT Manager – Senior classification in that incumbents in the IT Manager - Senior are responsible for multiple functional/technical areas and may oversee a section containing three or more lines of business and/or team(s) with broad or enterprise-wide strategic impact.

**Examples of Duties**

1. **Span of Control**: Responsible for overseeing a section containing three or more lines of business and/or team(s) with broad or enterprise-wide strategic impact; leads teams of Senior IT Managers, IT Managers, and/or selected individual contributors roles as necessary.
2. **Span of Authority/People Management**: Provides a final escalation point for performance issues and discipline, including any engagement with labor to resolve issues; leads organizational improvement activities for their section(s); reviews workforce plans developed by Senior IT Managers; provides regular employee development and performance checks at the Senior IT Manager level; and leads organizational improvement activities for their assigned functional areas or section(s), including team cohesion, employee engagement, conflict resolution, equity and social justice (ESJ), and modeling of County wide, Department, and Division values.
3. **Budget Responsibility**: Develops financial models and annual/biennial budgets for multiple sections; maintains accountability for financial outcomes of the organization as it relates to their section(s), and as it supports other divisions within the department; works directly with the department/division director and finance manager for budget oversight and approval; coordinates plans and budgets at the enterprise level; and monitors section’s budgets, procurement, and spend/burn rates.
4. **Strategic Planning**: Leads strategy development and enterprise technology road maps that drive innovation and efficiency; oversees the implementation strategic planning at the enterprise level; and partners and collaborates across all functions with business leaders to deliver on strategy.
5. **Business Representation/Organizational Interaction and Collaboration**: Represents their division on a variety of issues before internal and external stakeholders; partners and collaborate with senior business leaders, process owners, and customer agencies to prioritize business and technology needs, identifies strategic opportunities, develops recommendations for potential solutions and resource requirements; and maintains accountability for aligning work efforts to stakeholder requests and technology advances.
6. **Escalation**: Manages the most highly visible, politically sensitive, and controversial issues and customer conflicts.
7. **Scope, Impact, and Accountability**: Manages part of the implementation plan for their division; ensures compliance with relevant policies, procedures, and local, state, and federal laws; controls and directs the execution of deliverables and best practices for their section(s), including compliance, solution architecture, enterprise architecture, security requirements, and Executive Office directives.
8. Perform other duties as assigned.

**Knowledge/Skills**

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | IT Manager, IT Manager-Senior, IT Manager-Principal |
| **Class History** | 08/2022 - Created |