



**CHRIS DAIGLE**  
Parish President

23405 Church Street  
Plaquemine, LA 70764

### Job Summary

Job Title	Department	Reports to	Pay Grade
Assistant Director of Information Technology (IT)	Information Technology (IT)	Director of Information Technology (IT)	18
Starting Pay Rate	FLSA Status	Supervisory Duties	Work Environment
\$30.44 hourly \$63,315 annually	Non-exempt	Yes	Office

### Position Overview

The Assistant Director of Information Technology (IT) supports the Director of IT in managing and overseeing the technology needs of Iberville Parish Government. This role provides leadership in planning, implementing, and maintaining technology systems that enhance operational efficiency, cybersecurity, and public service delivery. The Assistant Director will assist in supervising staff, managing projects, and ensuring reliable IT services across all parish departments.

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### Essential Duties and Responsibilities

- Assist the Director of IT in planning, organizing, and managing daily operations of the parish's IT Department.
- Supervise IT staff, contractors, and vendors as assigned; provide training, guidance, and performance evaluation.
- Oversee system administration for parish servers, networks, telecommunications, and software systems.
- Assist with developing and implementing IT policies, standards, and procedures to ensure secure and efficient operations.
- Manage projects related to system upgrades, infrastructure improvements, and technology initiatives.
- Coordinate with parish departments to assess technology needs and provide solutions that support operational goals.
- Ensure the protection and integrity of parish data through disaster recovery, backup, and cybersecurity measures.
- Monitor and evaluate emerging technologies and make recommendations to improve services and efficiency.
- Assist in preparing and managing the IT department's budget.
- Serve as Acting Director in the absence of the Director of IT.

Equal Opportunity Employer



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## **Qualifications**

### **Education & Experience:**

- Bachelor's degree in Information Technology, Computer Science, Management Information Systems, or related field required; Master's degree preferred.
- Minimum of 3 years of progressive experience in IT operations, system administration, or IT management, with at least 2 years in a supervisory role.
- Experience in local government or public sector technology management is highly desirable.

### **Knowledge, Skills, and Abilities:**

- Strong knowledge of networking, server administration, cloud systems, telecommunications, and cybersecurity best practices.
- Demonstrated project management and leadership skills.
- Excellent problem-solving and analytical skills.
- Strong written and verbal communication abilities.
- Ability to manage multiple priorities and work collaboratively across departments.
- High degree of integrity, confidentiality, and professionalism.

### **OTHER DUTIES AS ASSIGNED**

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

### **ESSENTIAL WORKER STATEMENT**

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

### **ABOUT IBERVILLE PARISH**

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.





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### **EEO STATEMENT**

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.