



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744

Phone 218-326-0381

GRADE - 9	TITLE Executive Director	
ACCOUNTABLE TO: MCIS Board of Directors	FLSA STATUS: Exempt	APPROVED: October 2025
CLASS SUMMARY: The Executive Director provides leadership and direction for the development, maintenance, and technical support of hardware and software solutions for member counties. This role manages the staff and resources of MCIS, while guiding long-term planning and strategies to meet evolving technology needs. The Executive Director oversees financial forecasting, budgeting, and monitoring of organizational obligations, ensures effective personnel management, and serves as a trusted advisor to the Board and member counties on information technology and software development matters		

Duty No.	Essential Duties: (These duties are a representative sample. Position assignments may vary.)	Frequency
1. Personnel Management	Directs and manages the activities of all MCIS staff; determines and initiates all personnel related actions, including but not limited to: performance evaluations; disciplinary actions; promotions; hiring/termination actions; building compensation/benefits options; training decisions; yearly/monthly reporting such as ACA's, state audits, and so forth.	Daily 10%
2. Fiscal Management	Manages, plans and monitors the financial resources and assets of MCIS; develops and recommends budgets, oversees the implementation of accounting and audit controls; negotiates and assemble contracts with hardware/software vendors and service providers; implements purchasing and billing procedures; manage two-year audits and GASB compliance; maintain assets listing and depreciation schedules.;	Daily 15%
3. Project Management	Plans, monitors and oversees the direction, priorities and standards of the organization as it relates to the software, hardware, and network/communication solutions developed and supported by organization; Direct building of organizational and strategic long-range plans with member counties; Maintain alignment of priorities with staff and user groups; Perform risk management planning; Directs staff in the development/implementation of standards/procedures (e.g., backup, disaster recovery planning, business continuity planning); Coordinate staff to build and meet delivery schedules established; Direct efforts in acquiring productivity tools/equipment; coordinates MCIS Board, and Executive, Steering, and Personnel Committees the MCIS Board established.	Daily 50%
4 Software / Hardware Support	Directs efforts in the on-going support of Property Tax, CAMA, Payroll/HR, Hosting, communication network and equipment, application and network security.	Daily 25%



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Duty No.	Essential Duties: (These duties are a representative sample. Position assignments may vary.)	Frequency
5. Policy Issues	Researches, investigates, and makes recommendations to the MCIS Board of Directors concerning matters of policy, direction or long-range plans, goals and objectives that impact MCIS.	Monthly 10%
6 Organizational Security	Directs policy and monitoring efforts to ensure the organizational assets are protected both physically and from cyber breaches. Directs execution and creation of business continuity plans, disaster recovery planning of MCIS offices and hosting assets, and risk management planning.	On-going
6. Marketing/ Public Relations	Serves as the primary spokesperson for the organization; conducts a variety of public relations and marketing responsibilities to promote the application software and technical support services provided by MCIS; determines appropriate strategies and approaches in which to promote MCIS such as attending trade shows, responding to RFPs, making presentations, speeches and demonstrations; negotiates contracts and pricing for software and support services.	Monthly 5%
7. Other	Performs other duties of a similar nature or level, such as building management/maintenance for HVAC, electrical, building security, exterior upkeep, and so forth. .	As Required



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Knowledge and Skills Required: (Position requirements at entry)

Knowledge of:

- Management concepts, practices and principles; human resources principles, practices, basic labor laws, benefit development management; general office administrative and organizational practices, principles and procedures; modern office equipment and operations of that equipment.
- Techniques, methods, and processes used in the analysis, design, development, programming and quality assurance of software developed/supported on server platforms approved by MCIS Board, including but not limited to: the IBM-i server platform; browser style visual programming environment; extensive knowledge pertaining to analysis, design, relational database development and file access techniques; structured/modularized programming; productivity tools; documentation requirements; programming languages; and security controls.
- Detailed operational knowledge in the use of servers and associated operating systems managed by MCIS; network planning and management; general office PC software applications such as word processing, spreadsheets, databases, etc.
- Trends and developments in information system technology and programming.
- County government operations, departmental operations, administration, data and reporting requirements, programs and services, especially in the areas of payroll/personnel, fund accounting, property tax legislation and process, and land management.

Skilled in:

- Project management and the supervision of diverse and complex programming and information system projects and services.
- Analysis and the translation of business needs and requirements into workable and sound software designs, program specifications and computer programs.
- Designing, programming, testing, construction relational databases, troubleshooting, debugging, documenting software applications/programs
- Design, securing, and troubleshooting wide and local area network components.
- Project design, programming and testing of software applications and programs.
- Planning, management and public relations.
- Coordination and communication with county or organization's board and/or executive management team.
- Personnel management such as policy administration, coordination of disciplinary actions, developing training programs on limited budget, benefit coordination and administration.
- Communication, interpersonal relationships as applied to interaction with coworkers, supervisors, the general public, user groups, individual users, etc. sufficient to exchange or convey information and to give and receive work direction.

Training and Experience Required: (Position requirements at entry)

Requires a minimum of a B.A. or B.S. degree in Business Management with emphasis on Management Information Systems or Information Technology; minimum of eight years' experience in managing a diverse development and network support teams; experience in coordination/management of software development/support, hardware, security, and network projects; proven experience in financial controls, labor laws understanding, personnel and benefit management, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements: (Position requirements at entry)

None



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Physical Requirements:

Positions in this class typically require hearing, seeing, repetitive motions, fingering, talking, grasping and feeling.

Incumbents may be required to travel occasionally.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Classification History:

March 15, 1999	Draft prepared by Bjorklund Compensation Consulting
May 7, 1999	Draft modified by Dana Flinck, MCIS Executive Director
May - November, 1999	Changes reviewed by Bjorklund Compensation Consulting
December 5, 1999	Accepted/Approved by the MCIS Board of Directors
October 17, 2017	Compensation Study Bjorklund Consulting – Classification Change
January 17, 2018	Approved Compensation Study by MCIS Board
October 17, 2024	Revised during compensation study, approved with compensation Study approval on October 17, 2024, by MCIS Board
October 16, 2025	Updated by Executive and Personnel Committee approved by MCIS Board