COUNTY OF HIDALGO
Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Assistant Director, Information Technology performs professional and administrative work for the Information Technology Department of Hidalgo County as well as functions as technical advisor to the Director, Information Technology. Employee is responsible for acting in the capacity of the Director, Information Technology in their absence. Employee also manages and administers the County's computerized information system staff including mid-range computers, servers, internet firewall, e-mail server and local and wide area networks

EXAMPLES OF WORK PERFORMED

Oversees and directs the daily operation and activities of Technology Services personnel through delegated and direct supervision, ensuring that established policies, procedures, and programs are planned and implemented in accordance with the Commissioners Court directives; participates in selection, training, and evaluation of employees.

Oversees the administration, implementation, and expansion strategies for the Hidalgo County wide area network and computer and telecommunications systems and recommend plans for acquiring, operating, maintaining, and improving these systems.

Serves as a primary contact for technology related items for major construction and remodel projects; reviews construction and engineering plans and confer with architects, engineers, and contractors during both the design and construction phases to ensure Hidalgo County's technology needs are met and standards are followed.

Assigns and supervises the work of subordinate personnel; manages services activities provided by vendors.

Assists with planning, developing, and directing short and long term plans, strategies, and policies and procedures for County information technology, information management, and communications systems operations; reviews and recommends policies and procedures as necessary to improve efficiency.

Assists with efforts to achieve County information management objectives, such as meeting information technology and communications needs of County offices, departments, and employees, cost containment, consistent policy application, and budget coordination and administration.

Evaluates computerization needs and advise about available computer technology; develops and recommends processes to fill determined needs; evaluates available computer hardware and software applicable to needs, and prepares specifications for recommended purchases.

Assists in developing and preparing annual budgets for Technology Services.

Monitors and recommends efficient use of Technology Services budget and countywide computer budgets to the Director.

Prepares and authorizes purchase requisitions for Technology Services budget and countywide computers budget.

Serves as a secondary contact between computer product vendors, Commissioners Court, and County Departments, providing technical advice to County employees and Elected Officials.

Assists in coordinating the implementation of new computer systems insuring that contract requirements are met with efficiency, notifying appropriate sources when problems arise, and informing the Director of activities surrounding implementation; oversees special projects as assigned by the Director and provides status reports as required.

Attends Commissioners Court meetings as necessary to assist the Director on matters pertaining to Technology Services programs or projects.

Provides support and service to any Hidalgo County department, related agency, or constituents as needed.

Attends seminars, conferences, workshops, classes, and lectures to enhance and maintain knowledge of trends and developments of technology and information systems.

Regular and punctual attendance is required.

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Master's Degree in Computer Information Systems, Computer Science, or Information Technology

Nine (9) year experience in technology management, experience in system design and programming work including three (3) years in a supervisory role

Experience in management principles, administration, and supervision as they relate to resources, work planning, implementation, and monitoring.

Experience in operating principles and practices of various computer systems and technology services

Position may require various computer or technical related certifications.

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and techniques of computer programming and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer programming languages; of data processing flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis techniques

Ability to identify and define user task needs, to process information logically, and to conduct short-range and long-range project planning studies

Requires the ability to prepare and/or process purchase orders.

Requires the ability to be accountable for inventory/property management.

Requires the ability to manage the budget within assigned unit/division.

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

Requires the ability to use highly technical computer applications.

Requires the ability to repair, develop, or install computer hardware or network systems.

Requires the ability to repair, develop, or install complex software or management information systems.

Requires the ability to supervise employees developing, installing, or repairing technology systems.

Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.

Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:
- ➤ sitting for extended periods of time
- ➤ standing for extended periods of time
- ➤ operating assigned equipment

Maintain mental capacity which permits:

> ➢ making sound decisions and using good judgment
> ➢ demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

> ➢ working closely with others
> ➢ working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

> ➢ making observations
> ➢ reading and writing
> ➢ operating assigned equipment
> ➢ communication with others
> ➢ required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations