



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIRECTOR, INFORMATION TECHNOLOGY DEPARTMENT**  
Grade: 21

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*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**

Under limited supervision, the Director of IT will be responsible for managing the County's Information Technology Department. Will oversee a staff of 25 employees and manage a departmental budget of over \$3,500,000.00. Plans, coordinates, and monitors the technology needs of all County departments to ensure consistency, security, availability of County resources an overall technology plan and vision that aligns with Hidalgo County leadership. Ensures that all the computer users have optimal access to County's resources and technological solutions and that the information maintained within the system is adequately safeguarded rom accidental loos and abuse.

### **EXAMPLES OF WORK PERFORMED**

- Establishes County vision, goals and objectives for the IT department
  - Establishes County policies and procedures for all information technology activities
  - Prepares IT departmental budget and controls expenditures
  - Plans, schedules, and coordinates all IT activities involving IT resources
  - Coordinates special projects and installations of automated solution for County departments
  - Recommends technology equipment changes, upgrades, and modifications to management
  - Reviews and enhances work procedures to improve efficiency and effectiveness of IT operations
  - Provides directions for providing quality technical assistance to County employees relating to hardware and software issues
  - Ensures that technology acquisitions comply with the County of Hidalgo's IT direction and policies
  - Provides leadership and direction for IT department employees in dealing with a variety of organizational and technology issues
  - Develops and maintains system security, backup, quality assurance, and disaster recovery plans
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Develops and implements information technology standards, procedures, guidelines, and systems documentation. Maintains applications, systems and processes to ensure compliance with copyright laws and standards

Responsible for hiring or firing employees within the IT Department

Performs related work as assigned

## **EXPERIENCE AND EDUCATION**

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

Ten (10) years of progressively responsible experience in information technology services, Government Information Systems and Commonly Integrated Justice Systems (CIJS) and processes.

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

Knowledge and or background of the Odyssey Criminal System is desired.

*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.*

*Experience and knowledge with the capabilities of various kinds of computers and peripheral equipment.*

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must possess proof of current valid Texas Motor Vehicle Operator's License and current liability insurance

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge in various parameters of technology from computer systems, applications, virtualization, security, telephony, network architecture and compliance.

Knowledge and expertise in the areas of project management, resource management, applications development and geographic information systems

Knowledge of public administration principles, including the basic principles of organization, management and budget preparation

Knowledge of inter-local agency government purchasing laws and practices

Knowledge of basic laws, ordinances and regulation underling public sector organization and applicable county, state and federal legislation affecting public safety and service agencies

Knowledge of large-scale project implementations

Skill in maintaining effective relationships with political units/agencies, state and county officials/agencies, general public, staff, peers, vendors and customers

Skill in developing, coordination, planning and prioritization of multiple complex projects and activities

Skill in developing or maintaining project methodologies and management tools

Excellent analytical, interpersonal and communication skills, both oral and written

Proven ability and successful track record to work closely with key business executives

Ability to perform a broad range of supervisory responsibilities

Ability to work irregular hours

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

## **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