

KENDALL COUNTY CLASS SPECIFICATION
INFORMATION TECHNOLOGY DIRECTOR

Department: Information Technology
Report to: Commissioners Court
Date Approved: August 22, 2022

FLSA: Exempt
Work Status: Full Time
EEO Category: Administrative Support

GENERAL SUMMARY

Under the direction of Commissioners Court, the purpose of this position is to oversee all technology operations. Assist in the implementation of strategies and goals set by upper management. Set up and maintain all IT equipment in county offices. In addition, this position is responsible for the planning, organization, development, coordination, implementation, and maintenance of the information systems. Provides management and oversight to personnel, vendors, and departmental budget. Communicates with co-workers and/or the public regarding IT questions and provides assistance with various issues.

Overseeing all technology operations and evaluating them according to established goals. Devising and establishing IT policies and systems to support the implementation of strategies set by upper management.

ESSENTIAL FUNCTIONS

Manages and supervises staff and resources to achieve overall technology goals; plans and organizes workloads and staff assignments; evaluates staff; reviews progress and directs changes as needed; determines work procedures, oversees work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Provides vision and leadership for developing and implementing information, technology and records initiatives.

Manages and directs the planning and implementation of technology systems in support of all county operations in order to ensure consistency, security, cost effectiveness, service quality and business development.

Provides management oversight of the County's IT Department including IT professionals, projects, contracts with outside vendors and consultants on behalf of the county.

Keeps the Commissioners Court informed on issues that directly impact county business, establishing and maintaining effective working relationships with all county

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officials, department heads, governmental jurisdictions, the private sector, and the public sector.

Establishes County vision, strategic goals and objectives for the IT Department that support all aspects of county operations.

Develops business case justifications and identifies opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing and in-house development.

Administers overall management of the Information Technology including networks, LAN/WAN, Data Center, Network Operations, E-mail and web deployments; assists in maintaining County IT operations.

Prepares and presents IT related agendas before the Commissioners Court; writes and implements IT policies; prepares and administers annual operating department budget.

Plans, schedules and coordinates all IT activities and conducts research and case studies on leading edge technologies; works with other department heads as an adviser of technologies; provides support to county departments and keeps all officials informed on issues that directly impact county business.

Develops and maintains an effective and appropriate IT organizational structure that supports the needs of all county operations.

Ensures that technology acquisitions comply with County IT direction and policies.

Provides directions or providing quality technical assistance to county departments and employees relating to hardware and software issues.

Coordinates special projects and installations of automated solution for county departments.

Promotes and oversees strategic relationships between internal IT resources and external entities, including government, vendors and partner organizations.

Manages IT professionals and projects, including negotiating with outside vendors and consultants on behalf of the county, ensures that county has the highest levels of Data Security and Integrity in compliance with industry accepted practices and federal regulations.

Develops and implements IT standards, procedures, guidelines, and systems documentation.

Maintains systems, applications and processes to ensure compliance with copyright laws and standards for all county operations.

Allocates resources to user departments and prioritizes user department requests.

Directs development and execution of a county-wide disaster recovery and business continuity IT plan.

Ensures proper operation of all virtual communication systems for all county operations.

EXPERIENCE AND TRAINING

Bachelors or Associate's degree from an accredited technical school or college; supplemented by five years of relevant Chief Information Officer (CIO) experience.

LICENSES AND CERTIFICATIONS

Must possess a valid Texas driver's license

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Computer hardware functions, software, mechanics, firewalls, websites, workflow applications, document imaging applications and networks.
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Ability to:

- Use varying types of business computer networking technology equipment.
- Learn and use varying types of business software applications.
- Maintain confidentiality of all county information not considered to be public information by legal statute.
- Good interpersonal and customer skills.
- Work within statutory guidelines established by state and local government.
- Multi-task, prioritize and handle frequent interruptions.
- Communicate verbally and in writing so as to allow comprehension by receiving party.

- Understand and exchange information with supervisors, subordinates, and co-workers when giving and receiving assignments and instructions.
- Communicate and interact with other departments, local government, state agencies, federal agencies, contractors and the general public.
- Available to remain on call 24/7.
- Follow safe work practices including workplace safety policies and procedures.
- Lift 10 to 25 pounds frequently and 25 to 50 pounds occasionally.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, and bend repeatedly.
- Operate a motor vehicle.
- Exert light physical effort mainly in a sedentary position indoors and outdoors.

Equal Opportunity

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.