

Job Description: INFORMATION TECHNOLOGY DIRECTOR

CLASS NO. 502

EEOC CATEGORY: Professional

PAY GROUP: 27

FLSA: Exempt

SUMMARY OF POSITION

Maintains the county's mainframe computer system and the peripherals that are or may be connected. Supports any county department with computer needs or technical problems that may occur. Maintains servers, hardware, backups, network operating system and end-user support. Installs, upgrades, and troubleshoots hardware and software problems including end-user configuration. Participates in the development of technical standards and the evaluation of new products. Manages user accounts. Identifies and resolves problems on servers and client workstations. Uses grant writing skills. Assist the ITC in providing training for the use of software products. Manages the Chambers County Web Site. Promotes the efficient use of information technology across all departments.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court
2. Directs: Information Technology Assistant
3. Other: Has daily contact with technical team members, department heads and employees, county officials and the general public.

EXAMPLES OF WORK

Essential Duties*

Assist the Information Technology Committee as necessary.

Maintains a secure computing environment for the Chambers County network.

Manages physical and system access.

Serves as primary contact with software vendor, CIRA and any other third party concerning issues of system use and hardware/software maintenance.

Creates and maintains network user accounts, as well as email and software vendor accounts.

Manages daily backups, full system backups and establishes backup procedures.

Installs and maintains upgrades on hardware and software.

Assist any department with PC problems that may arise.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 4/12/2016

CLASS NO. 502 (Continued)

Orders mainframe peripheral hardware and assists computer technicians in the setup and maintenance.

Negotiates contracts with vendors, reviews vendor contract and updates or negotiates new contracts when necessary.

Participates with the ITC in establishing minimum standards for the purchasing of equipment.

Keeps abreast of new technology changes, suggest and make changes as new technology demands.

Manages the Chambers County Web Site and Chambers County Facebook page.

Works with the ITC in providing technology related training opportunities for Chambers County employees.

Evaluates and manages software packages.

Coordinates the installation and maintenance of hardware and software upgrades throughout the county.

Adjust system configuration as needed.

Performs other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Networking of computers, PC systems, software and hardware, Microsoft network operating systems. SMTP, E-mail, Ethernet, data communications, client installations, network servers, network printers, network security, network database applications, and remote communications. Office and networking products. County Government operations, law enforcement procedures and court system procedures.

Skill/Ability to: Troubleshoot and repair computer related problems, demonstrate proficiency in oral and written communications, establish and maintain effective working relationships with Technical Team members the ITC and other county employees. Set priorities and demonstrate excellent organizational skills.

CLASS NO. 502 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in computer science or information technology, or a two-year degree in computer science or information technology with at least two years of technical experience including networking, and computer operations.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas Driver's License.