



Position/Class Title: Information Technology Director
Department: Information Technology
Starting Pay: \$80,000
FLSA Category: Exempt

GENERAL DESCRIPTION:

The purpose of this position is to provide day-to-day supervisory directions for the information technology department personnel. Direct the design, development, acquisition, and ongoing maintenance of information technology systems, software, and applications.

ESSENTIAL JOB DUTIES:

- Supervise, direct, and/or manage the repair and maintenance of desktop computers, network equipment, and phone equipment for the county offices located within Gillespie County, Texas, using a help desk system.
- Supervise, direct, assist, install, troubleshoot, and resolve issues with county software and hardware systems.
- Manage and oversee email accounts, including Microsoft 365 hosted services, internet connections, domain name services, spam and antivirus protection, and general Systems Administrator duties.
- Manage and oversee telephone and data services for the county, including budgeting and account maintenance.
- Plan for and implement disaster recovery for all of the above.
- Analyze and assess needs, audit and purchase technology equipment for the county, including long-range planning.
- Oversee or perform administrative tasks related to computer and network equipment repair, inventory, purchases, as well as phone equipment, and the county website.
- Answer phone and email correspondence.
- Communicate with elected officials, department heads, staff, vendors, and other individuals to implement projects, answer questions, disseminate or explain information, and address complaints.
- Supervise and/or maintain updates to the county website.
- Manage day-to-day operations of the IT department staff.
- Prepare annual department budget and other appropriate reports for presentation to the Commissioner's Court.

Essential Job Duties are intended to be examples of duties and are not intended to be all-inclusive. There will be other duties as assigned. **Additional responsibilities include:** Any other duty as assigned within the scope of the technology department.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to use varying types of business computer networking technology equipment; ability to learn and use various types of business software applications; knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar; ability to read and understand information and ideas presented in writing; ability to communicate effectively orally and in writing; ability to maintain confidentiality of all county information not considered to be public information by legal statute; ability to maintain focus and perform duties in a timely manner; excellent customer service skills; knowledge and the ability to work within statutory guidelines established by state and local government; the ability to multitask, prioritize, and handle frequent interruptions.

EDUCATION AND EXPERIENCE:

- The educational requirement for this position is: Completion of a bachelor's or master's degree in technology is preferred.
- This position requires 10 years of related experience.
- Education can be substituted for experience.
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- Desirable to have completed courses, training, or certifications in CompTIA A+, ITIL V4 Foundations, Cisco Meraki equipment, Project Management, and CivicPlus websites.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Must possess or be able to obtain within 30 days of employment, a valid Texas driver's license.
- Must possess or be able to obtain within 30 days of employment, a cell phone to conduct Gillespie County business. The county offers an established stipend for the use of a personal cell phone.
- **SECURITY REQUIREMENT** – Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Work locations for this position include various county facilities and designated non-county facilities. Working conditions consist of both indoor (heated and air-conditioned as well as uncontrolled areas) and outdoor environments. Outside activity might take place in adverse conditions.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: sitting, walking, climbing (including ladders), stooping, and frequent movements of various supplies and/or equipment (lifting, pushing, and pulling) of 50-pound or greater loads. The request for assistance with extremely heavy objects is required for personal and material safety.

Daily work schedules, work locations, and tasks to be performed will vary. Work hours may begin as early as 7:00 am or earlier due to area access requirements of facilities and/or departments. All work schedules must be approved by the Commissioners' Court and/or a designated alternate.

The normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week, with an hour for lunch. Regular work attendance is essential. The employee must arrive at work on time, prepared to perform assigned duties, and work the assigned schedule. Exempt employees are required to record their vacation/sick hours properly and to submit records promptly to the Treasurer's Office.

Scheduled on-call duty for emergency support services could require after-hours (Monday – Sunday) for remote and on-site physical response. Unscheduled hours, including holidays and/or weekends, may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergencies.

APPLICATION INFORMATION:

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B

Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required for the finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature: _____ Date _____