

JOB TITLE: DIRECTOR OF INFORMATION TECHNOLOGY – WOOD COUNTY

DEPARTMENT: INFORMATION TECHNOLOGY (IT)

DATE POSTED: FEBRUARY 26, 2020

CLOSING DATE: UNTIL FILLED

JOB SUMMARY:

- Wood County seeks an experienced technology leader who can establish and maintain effective working relationships to serve as the IT Director and liaison for Information Technology with all county departments, offices, divisions and outside agencies including vendors, contractors and consultants.
- Strong technical skills with a working knowledge of best practices in the field and the ability to think strategically to establish short and long-range plans are essential.
- Knowledge and experience with First Responder Systems and Networks is a plus.
- This position is distinguished from a systems/network administrator by the additional responsibility of assessing needs, determining strategic hardware, software and communications solutions and making the appropriate recommendations to the Commissioner's Court in addition to providing the management of the day-to-day operations of the County's computing systems.
- This position will be the chief information security officer and must be knowledgeable of current cyber security system trends and methods, and will be responsible for establishing and maintaining county systems to ensure that information assets and associated technology, applications, systems, infrastructure and processes are adequately protected.
- Special consideration will be provided to candidates who have demonstrated hands-on experience in the design and troubleshooting of mission critical enterprise technical issues spanning multiple systems and platforms including Servers, Storage, Database, Networks, Remote Access, Security, Peripherals and Software Applications.
- Serving as the leader of a small IT Team, this position requires the ability to both manage and mentor other members of the team while providing hands-on technical support across the entire infrastructure of the county

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential duties and responsibilities **may** include, but are not limited to, the following:

- Assume management responsibility for all services and activities of the Information Technology Department and manage and participate in the development and implementation of goals, objectives, policies, and priorities for Information Technology.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and review with County Commissioners; and implement improvements once approved.
- Participate in the analysis and evaluation of existing computer systems by assessing and monitoring workload, administrative and support systems, and internal reporting relationships.
- Maintain a current awareness of developments in computer hardware and software to develop specifications, evaluate bid responses and make technology recommendations for the County's purchase of personal computers, systems, networks and other technology needs.

- Manage and participate in the development and administration of the Information Technology annual budget forecasts of funds needed for staffing, equipment, materials and supplies while monitoring and approving expenditures.
- Develop, maintain, and implement procedures, plans and relationships to ensure business continuity including training and evaluation.
- Responsible for identifying, evaluating and reporting on legal and regulatory, IT, and cyber security risk reporting and advancing business objectives, directing the technical staff and IT operations to provide stable, secure, and reliable technical support service to meet the County's needs .
- Performs such other & further related duties as may be required or assigned.

DESIRED MINIMUM REQUIREMENTS:

Education, Training & Experience Guidelines:

1. Five years of progressively responsible experience in the information technology field, with two years of supervisory experience in Advanced System Administration and Network Administration.
2. A Bachelors Degree in a related Computer Science field or a combination of equivalent work experience and education is a plus.
3. In-depth knowledge of Phone Systems, Service Providers, Network Systems, Microsoft operating systems and applications, Server 2008-2016, Virtualized System Management, Windows 7 & 10, Office 2007-2019, Email Systems, demonstrated by specific experience, formal training and industry standard certifications if acquired.
4. Experience in cabling infrastructure and management including Fiber Optics, Copper, 66 block, Wireless 802.11, testing toolsets and rack installation along with proper cable management is required
5. Ability to install, configure and repair a variety of computer systems and related equipment, to include cabling and infrastructure, voice and communication systems, email and web services.
6. Possess strong interpersonal, communication, and leadership skills with the ability to coordinate projects among multiple departments or agencies.
7. Demonstrate successful business management skills pertinent to a technology environment including the ability to prepare a cost/benefit analysis, design and planning for system growth and obsolescence.
8. Knowledge of software programs of Eagle, Orion, Incode, and Tyler Technologies Odyssey a plus.

OTHER REQUIREMENTS:

1. A valid Texas Driver's License
2. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. After-hours support will be required which may require working more than a 40 hour workweek.
3. Physical requirements include the ability to occasionally lift and carry objects up to 40 lbs. short distances, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer keyboard and other office equipment effectively.
4. Drug Testing and Criminal Background Checks are **REQUIRED** prior to employment. Applicants should not have any criminal history to be considered.

SALARY: \$65,144

Interested applicants must submit a Wood County application AND Wood County Information Technology Addendum, along with a resume to the Wood County Human Resources Office in person to the second floor of the courthouse, or by mail to Wood County HR Department; ATTN: IT Director Position, P.O. Box 1733, Quitman, TX 75783. Persons having questions may contact Human Resources, Kathy Lutonsky at 903-763-4639 or klutonsky@mywoodcounty.com

Contact info: Human Resources Department
Attn: Kathy Lutonsky
P. O. Box 1733
Quitman, TX 75783
Phone: 903-763-4639
Fax: 903-763-4327
Email: klutonsky@mywoodcounty.com

Further Links: Wood County Information Technology Employment Application