

UPSHUR COUNTY
JOB OPPORTUNITY ANNOUNCEMENT:

Job Title: Information Technology Manager
Location: Gilmer, TX
Date Posted: August 16, 2019

FILED
TERRI ROSS
COUNTY CLERK
2019 AUG 16 PM 5:04
UPSHUR COUNTY, TX.
BY [Signature]
DEPUTY

Department Head: Judge Todd Tefteller (or Commissioners Court)

Date Open: August 16, 2019

Application Deadline: September 13, 2019

General Description:

Under general supervision, the Information Technology (IT) Manager performs a variety of complex tasks related to information systems functions, activities and operations. Serves as the County's resource for Information Technology guidance while planning, developing and maintaining the County's IT system.

Responsibilities:

- Creates an overall vision, strategy, and direction for the Information Technology Department. Consults with elected officials and Department Heads to ensure the County's IT needs are identified, properly prioritized, and appropriately addressed.
- Under direction of the Commissioners' Court, is responsible for managing and coordinating the development, operation and maintenance of the County's information technology system
- Manages departmental budget within framework of short/long-term initiatives of departments within the County. Creates long and short-range plans regarding technological infrastructure, hardware obsolescence, phone/data/cabling infrastructure, mobile connectivity, and other related items. Works to develop and maintain appropriate standardization throughout the County.
- Provides technical support for users and troubleshoots hardware and software problems. Maintains an on-call 24/7 schedule for IT support issues.

- Schedules hardware preventative maintenance, operating system upgrades and on-site repair of hardware problems.
- Recommends countywide policies and standards of privacy, security and protection of data integrity.

Desired Qualifications:

- Bachelor’s degree, with a specialization in business or public administration, information technology, data management or appropriately related field.
- Proficiency in Microsoft Windows Server, Desktop Operating Systems, network switches, telephone and voice mail systems.
- Five years of progressively responsible experience in managing a comprehensive information technology department in a complex government or corporate entity. Candidates must have advanced technical knowledge of networking, application development tools, and PC hardware & software support. This position requires a strong, open, and collaborative leadership style and management skills to support business development activities and the ongoing development of internal Working knowledge of Microsoft Office (Excel and Word).
- Candidates must have advanced technical knowledge of networking, application development tools, and PC hardware & software support.

Applications are available online at countyofupshur.com or can be picked up in the County Treasurer’s Office located on the 1st floor of the Upshur County Courthouse, 100 W. Tyler St., Gilmer, TX 75644.

Completed applications must be submitted to the Treasurer’s Office no later than 4:00 pm on **September 13, 2019**. If mailing application please address to the attention of the Upshur County Treasurer’s Office.

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Upshur County is an Equal Opportunity/Affirmative Action Employer. In compliance with the American with Disabilities Act, Upshur County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.