JOB ANNOUNCEMENT

Position Title: Director of Information Technology

State Classification/Title/Salary Group: 1621 / Director II / B27

FLSA Status: Exempt

Monthly Salary: $7,500.00 – $10,416.66 per month, plus state benefits

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas 78758

Job Requisition #: 00042179   **Closing Date:** Open Until Filled

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 00B – General Officer, 641X – Administration, MGT10 - Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at:
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

General Description:
The Director of Information Technology manages information technology resources and operations and reports to the Executive Director. Work involves planning infrastructure to meet business requirements; directing the day-to-day activities of the Information Technology department, customer support, IT hardware inventory, network operations, network security, server support, telecommunications services; develops strategic and tactical plans for the Information Technology department and working to ensure that the goals and objectives for the department are established and implemented.

Essential Job Functions:
- Leads and implements policy direction for agency information and telecommunication resources in coordination with executive management.
- Provides leadership and management to IT staff.
- Provides leadership and manages the agency's IT infrastructure, information security, customer service, and information systems.
- Works with State and Federal agencies regarding software integration and user access.
- Oversees major IT projects through deployment and leads all project team members.
- Reports on the IT investment and benefits to executive management, the Texas Legislature, and DIR, which includes preparing and coordinating the Information Technology Strategic Plan, Biennial Operating Plan, IT Disaster Recovery Plan, Information Security Policy, and more.
- Oversees agency information for IT security management and disaster recovery programs and directs the deployment of the security infrastructure.
- Defines standard processes and methods in developing automated systems, new software applications and developing initiatives to increase efficiency by moving from paper-based data flow to electronic automated processes.
- Ensures quality desktop support is provided for all employees, agency desktops, laptops, tablets, printers, mapping, and all other computer peripherals used by agency staff.
- Develops and implements a software and hardware life cycle strategy.
- Ensures adequate IT training, development, and delivery to all agency staff.
- Ensure accessible and efficient dissemination of agency information for public outreach, education, and transparency.
- Performs other duties as assigned.

Minimum Qualifications:
- Graduation from an accredited four-year college or university with course work in computer science, computer information systems, management information systems or management.
- Three (3) years of progressively responsible information technology work experience.
- Experience in managing staff.
- Preferred:
  - IT management experience for a State of Texas agency.
  - Experience in agriculture

Additional experience may be substituted for each year of college coursework on a year-for-year basis.

Knowledge, Skills and Abilities:
Knowledge and experience with project management tools: Microsoft Project, Microsoft Visio, and more; Knowledge and experience with telecommunications systems such as Avaya and Nortel.
Knowledge of IR legislative requirements for state government and IR rules and regulations in the Texas Administrative Code; Knowledge of local, state and federal laws and regulations relative to information technology including CISV procurement processes and interfacing with DIR.
Knowledge of many network transport data configurations, EIGRP, DMVPN, switched Ethernet, and other wide-area network technology.
Knowledge of integrated information systems, data processing, data analysis, and design methods and procedures.
Knowledge and experience with Microsoft Windows and Microsoft Office productivity applications: Word, Excel, Access, PowerPoint.
Skills in decision-making, project management, and IT personnel management; Knowledge and understanding of the software development life cycle process and database structures;
Ability to analyze business processes, problem identification, systems and procedures, solve complex problems, and explain abstract concepts in concrete terms in a customer-oriented production environment;
Ability to work overtime, or irregular hours, including evenings, weekends, and holidays and travel for work-related activities.
Ability to establish and maintain effective working relationships, accept and follow instructions given in a variety of forms, meet periodic milestones and final deadlines, work under pressure, communicate effectively in a variety of forms, and adhere to agency internal policies and procedures; IT contract administration and management: preferably extensive multi-vendor oversight experience;

Other Requirements:
Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at the current allowable rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

How to Apply:
To submit your application for employment, follow the link provided below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed.   If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Only interviewed applicants will receive notice of the final disposition of the selection process.

[CAPPS JOB SEARCH](#)

An Equal Opportunity Employer

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.