

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Director of Management Information Systems
Department: Management Information Systems
Reports To: Commissioners' Court
Salary: 98,435.00 annually or greater depending upon qualifications
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Manages and coordinates the use of all of the County's information services resources, using an IBM ISeries AS/400 computer linked with a PC based network to create a County-wide information network; manages, develops, and optimizes the County's operational and administrative information systems; provides technical support for all operational microcomputer and mainframe facilities or computer stations; provides for the configuration of all devices, system support programs, communications for the entire computer systems; recommends appropriate software and hardware configurations and/or adjustments/acquisitions to the appropriate Department; handles significant liaison and interaction with hardware and software vendors; assures all contracts are adhered to and keeps open an ongoing dialogue to further define the County's information management needs with the County Judge and Commissioners' Court. Identifies, researches, and recommends new information technologies to support the County's mission; directs staff in the custom design of systems and programs to address specific user concerns; provides a process for examining future County information system needs, including the means of planning for expanded networking with area Cities and/or with pertinent State Offices and agencies; provides overall supervision of personnel in MIS; sets performance objectives; interviews, hires and insures proper training; counsels and mediates; evaluates performance; recommends salary adjustments, promotions and terminations; develops procedures; establishes priorities; assumes accountability for departmental productivity and effectiveness; explains and enforces County MIS policies, rules and regulations, including those related to system security. Evaluates performance of software vendors and of all new software and hardware; determines priorities for special work/programming requests; oversees the maintenance of current documentation of all tasks, applications and operating programs; monitors the County's use of Internet communications, proposes and manages the MIS program budget; ensures the adequate security and integrity of all data stored on various computerized media, including off-site locations; and provides for the continuation of vital information systems in an emergency; provides for the configuration of all devices, system support programs, and communications for entire computer system. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Various computer hardware, software and peripheral equipment; telecommunications equipment and other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Bachelor's degree in Computer Science, Management Information Systems or related technical field including, Master's level course work in management and/or supervision or equivalent experience. At least six years experience in computer operations, systems analysis, programming and information management in both a mainframe or mini-main frame and a PC or network environment. A minimum of five or more years of increasingly responsible experience in an administrative/management capacity in a comparable facility utilizing equivalent technology.

Knowledge, Skills & Abilities: **Knowledge of:** advanced principles and practices of information technology management, including an understanding of how innovative technologies can be applied to solve various County information management problems; the applicability of information management methods and techniques to a variety of work situations and automated control processes; the limitations, capabilities, uses and service requirements of mini-main frame, network and personal computers and related equipment; organization and management theories and principles and how these apply to the demands of creating an information services system that meets both present and future County government needs; principles and practices of public administration as applied to information management responsibilities; principles, practices and techniques of effective management and supervision; **Skill in:** providing for the effective coordination of information management services, including a proper allocation of facilities and financial and personnel resources; translating technical concepts into terms understandable by employees and administrators; expressing ideas clearly and effectively, both in writing and orally; skill in establishing and maintaining effective working relationships with other departments, officials, co-workers, subordinates and a wide range of County employees.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy; attention to detail; working alone and as part of a group; flexibility in order to assist with and coordinate a variety of projects and to adapt standard procedures/methods to differing conditions; meeting deadlines; occasional long and/or irregular hours to meet project deadlines; occasional out-of-town travel to attend meetings, seminars, etc..

WORKING CONDITIONS: Work is performed primarily in a climate controlled private office environment.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; job duties require reaching, lifting and carrying objects weighing up to 10 lbs., such as files, reports, books, etc; occasional prolonged sitting may also be necessary.

Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.