

TECHNICIAN II

GRADE: 06

GENERAL DESCRIPTION

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides mid-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma or equivalent, associate's degree preferred; Five (5) years of related experience; Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures preferred.

Knowledge, Skills, and Abilities

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

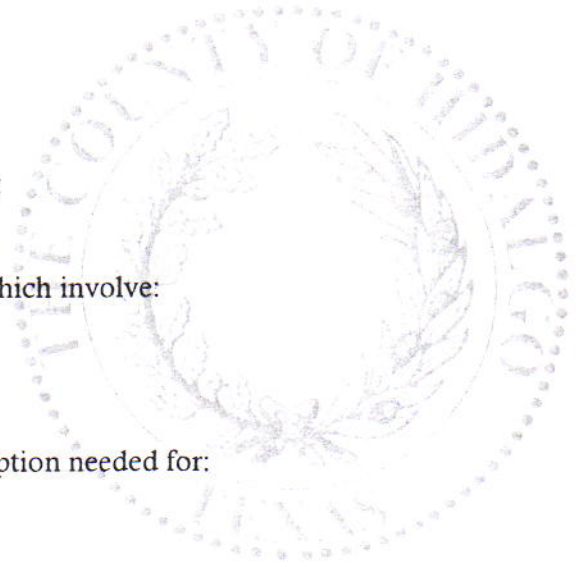
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

- Prepares and disseminates information concerning agency programs and services
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents
- Develops, coordinates, and maintains record keeping and filing systems
- Responds to inquiries and interprets rules, regulations, policies, and procedures
- Assists in the development of administrative or technical assistance policies and procedures
- Assists in planning meetings and conferences
- May assist in researching, composing, designing, or editing agency publications
- May review and route mail
- May train others
- Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

- Knowledge of office practices and administrative procedures
- Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

TECHNICAL SPECIALIST II

GRADE: 12

GENERAL DESCRIPTION

Individual is tasked with the overall responsibility of two or more information technology driven projects. This position will be responsible for all facets of the assigned project.

EXAMPLES OF WORK PERFORMED

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets.

Keep track of funding and budgetary expenditures for project.

Supervise departmental staff assigned to specific project tasks.

Perform data analysis of required project specifications and related project data.

Map out project objectives, timelines and resource projections.

Create and maintain documentation of all phases of the project.

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project.

Knowledge of and or exercise of proper safety procedures are required.

Some evening and weekend work may be required.

Performs such other duties as may be assigned.

Regular attendance is a must.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelors Degree in Information Technology or related field. Five (5) years of related experience. Proven experience with technology project management is a must. Previous supervisory responsibilities are a must. Experience in technology procurement and other IT certifications are preferred. Knowledge of industry standard computer hardware and software preferred.

Knowledge, Skills, and Abilities

Requires the ability to compare and/or judge the readily observable, functional,

structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to speak to people with poise, voice control and confidence.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables.

Requires the ability to deal with people beyond giving and receiving instructions.

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

TECHNICAL SERVICES ADMINISTRATOR

GRADE: 17

GENERAL DESCRIPTION

Performs management/supervisory level work overseeing the department's technical support team. Work involves overseeing the daily operations, staff, and management of network, systems, and technical support for Hidalgo County. Establishes goals and objectives; develops guidelines, procedures, rules, and regulations; develops schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Organizes and manages major/highly complex information technology projects that are part of the strategic, key technology direction for the county. Plans, assigns, and supervises the work of others.

EXAMPLES OF WORK PERFORMED

Oversees technical and administrative matters in Hidalgo County's Information Technology Department

Supervises, trains, evaluates, and provides leadership to the I.T. Technical Support team

Responsible for assuring employees are prioritizing outstanding work orders to ensure they are resolved in a time efficient manner

Analyzes the County's infrastructure I.T. needs; meets with various hardware and software company representatives; develops recommendations for infrastructure solutions; and participates in application development

Plan, organize, and manage assigned division to achieve goals within budgeted funds and available personnel

Determine goals and objectives, establish policies and procedures, and delegate assignments to staff as projects dictate

Participates in long-term planning of Hidalgo County's technical strategy

Develops departmental specifications, policies, and standards to guide the deployment of infrastructure (racks, servers, power, cooling, cabling, etc.)

Oversees the administration, maintenance, planning, and implementation of the County's network

Responsible for Hidalgo County's video surveillance and access control systems

Responsible for assisting County departments in determining technology needs, preparing hardware and software specifications and submitting requests in their departmental annual budget

Manages county-wide help desk to provide support and remote technical assistance including after hours and emergency 24/7 response

Responsible for the County's I.T. procurement process and inventory

Plan and establish standards and specifications for network computer systems

Develop strategic plans and policy documents that provide solutions to a wide variety of difficult problems of diverse scope and that ensure enhanced efficiency between internal staff and customer departments

Maintains inventory of infrastructure equipment including support contracts

Ensure and monitor adherence to standards and specifications

Develop moderately complex to complex computer systems' applications including the analysis of business

May prepare and present summary reports on division activities

Participate in the development and implementation of I.T. related policies and procedures

Acts as a Technology liaison for other County departments and/or I.T. vendors

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of mid to high level information technology management required. Graduation from an accredited four-year college or university with a Bachelor's degree in Computer Science, management information systems or related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education with a maximum substitution of two years of education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Position may require various computer and technical related certifications

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and techniques of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer programming

languages; of data processing flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis techniques

Ability to identify and define user task needs, to process information logically, and to conduct short-range and long-range project planning studies

Ability to use highly technical computer applications

Ability to understand issues that relate aspects of and/or parts of a project to the overall circumstances and needs of the organization is also required

Ability to understand technical and reference manuals

Proficient knowledge of systems design and development practices, concepts and methods

Must use judgment in determining the most appropriate methods and procedures to complete assignments

Able to clarify and resolve technical and policy issues that arise during the project

Ability to effectively manage and supervise staff

Ability to maintain good working relationships with County employees, representatives of outside agencies, and members of the public

Contact is primarily with county employees, systems and network users, management, vendors and contractors to provide and exchange technical information, to plan and coordinate work activities and to resolve project issues and/or technical problems

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

May be required to work irregular hours, holidays and weekends to respond to emergency situations. This may require being on call 24 hours a day, seven days a week.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

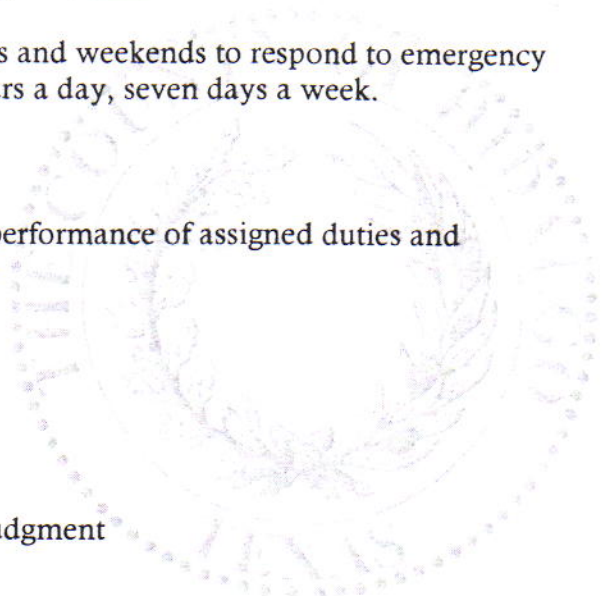
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



TECHNICIAN III

GRADE: 08

GENERAL DESCRIPTION

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides mid-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate Degree in Computer related field. Two (2) years of related experience. Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures preferred.

Knowledge, Skills, and Abilities

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

TECHNICAL SPECIALIST I

GRADE: 10

GENERAL DESCRIPTION

Individual is tasked with the overall responsibility of one or more information technology drive projects. This position will be responsible for all facets of the assigned project.

EXAMPLES OF WORK PERFORMED

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets.

Perform data analysis of required project specifications and related project data.

Map out project objectives, timelines and resource projections.

Create and maintain documentation of all phases of the project.

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project.

Knowledge of and or exercise of proper safety procedures are required.

Some evening and weekend work may be required.

Performs such other duties as may be assigned.

Regular attendance is a must.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelors Degree in Information Technology or related field. Must have at least three (3) years experience in the information technology field. Proven experience with technology project management is a must. Previous supervisory responsibilities are a must. Experience in technology procurement and other IT certifications are preferred. Knowledge of industry standard computer hardware and software preferred;

Knowledge, Skills, and Abilities

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from

obvious standards) of data, people or things.

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to speak to people with poise, voice control and confidence.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables.

Requires the ability to deal with people beyond giving and receiving instructions.

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

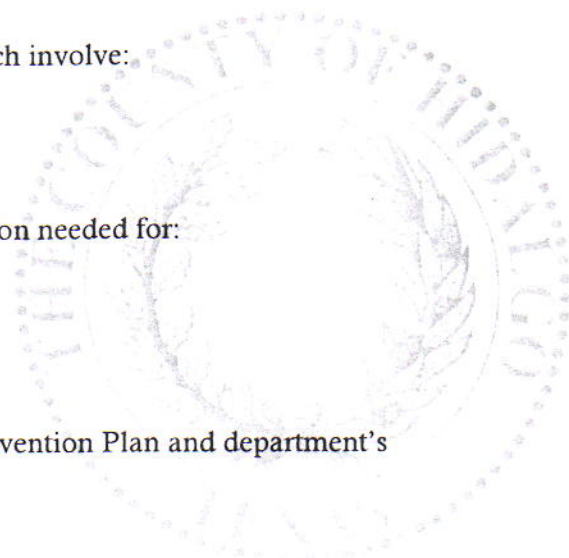
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



APPLICATION DEVELOPER III

GRADE: 14

GENERAL DESCRIPTION

Employee performs entry to routine computer application development. Work involves assisting in the planning, scheduling, and assigning of programming projects; coordinating programming projects; analyzing proposed computer applications; preparing and developing programs; and providing technical assistance. Employee may supervise the work of others and may train others.

EXAMPLES OF WORK PERFORMED

Consults with staff members to schedule work and coordinate programming projects

Analyzes proposed computer applications in terms of equipment requirements and capabilities

Analyzes, reviews, and revises programs to increase operating efficiency or to adapt new procedures

Codes, tests, and debugs programs and prepares test data

Prepares instructions for use during production runs and assists in preparing and developing instructions or manuals to guide end users

Prepares detailed analyses, plans, diagrams, and verification procedures for existing and proposed computer applications

Assists in developing proposed computer applications in terms of equipment requirements and capabilities

Assists in developing standards and procedures for programming staff

May assist in the generation or installation of systems software

May develop and implement specialized programs to supplement and enhance systems software

May supervise the work of others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in computer application development; Graduation from an accredited four-year college or university with major course work in computer science, or a related field is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and techniques of computer programming and systems analysis; of computer operations procedures and systems; and of computer programming languages (Microsoft products, C #, Oracle, and MS SQL servers)

Skill in the use of computer equipment and in modifying programs for computer applications

Ability to analyze problems and develop solutions; to code, test, and debug computer programs; to determine software problems; to communicate effectively; and to supervise the work of others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

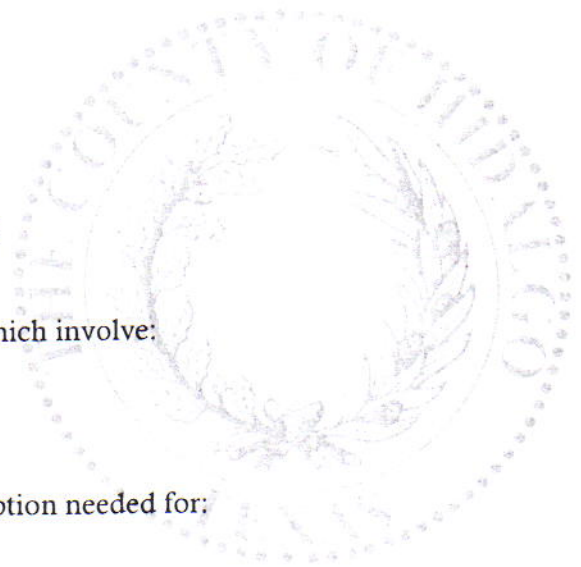
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



DEVELOPER AND SYSTEM ENGINEER

GRADE: 17

GENERAL DESCRIPTION

Performs complex (senior-level) software development. Work involves analyzing, designing, programming and developing web and form based applications. Oversees all aspects of the county department's databases. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates system development tasks to include design, integration, and formal testing

Designs, codes, and debugs applications in various software languages

Performs software analysis and identifies code metrics, system risks and software reliability

Oversees all transitions into production

Develops and completes actions in system specifications, technical and logistical requirements and other disciplines

Creates and maintains programmatic and technical documentation to ensure efficient planning and execution

Performs software modeling and simulation

Manages and documents system configurations

Notifies and trains users on changes to assigned hardware and software

Provides assistance to office staff with computer software, hardware or system problems

Prepares recommendations on software and hardware programs

Develops, implements, and maintains the department's policies and procedures regarding security and disaster recovery to ensure data and systems are secure

Maintains storage management software

Develops test plans for system changes

Automates systems software

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of seven (7) years of experience in system development, software engineering, or related field required. Graduation from an accredited four-year college or university with major course work in Computer Science, Computer Information Systems or related field preferred. Two (2) years of experience may be substituted for one (1) year of education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Knowledge of the practices, principles, and techniques of computer operation; of information systems; of computer software and hardware; of information security policies and procedures; of local and wide area networks; and of the management of information systems

Skill in the use and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems

Ability to operate information technology systems, to troubleshoot and repair equipment, to communicate effectively, and to assign and/or supervise the work of others

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations