



# COUNTY OF HIDALGO

## Human Resources Department

Job Title: **INFORMATION TECHNOLOGY SENIOR MANAGER I**  
Grade: 18

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*The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.*

### **GENERAL DESCRIPTION**

Under the direction of the Director, Information Technology Department, this position performs complex information system managerial work. Work involves planning, development, maintenance, and monitoring of integrated database systems, and ensuring that the conceptual and design phases of new applications are consistent with the structural parameters within the information environment. Manages and administers the County's computerized information system staff including mid-range computers, servers, internet firewall, e-mail server and local and wide area networks; serves as second tier manager directly under the department director.

### **EXAMPLES OF WORK PERFORMED**

Manages multiple technology systems, related equipment and processes

Manages loads information, reorganizes as necessary, and assists in monitoring database performance

Executes the procedures necessary to save, retrieve, and recover databases from hardware and software failures

Maintains data standards; prepares and develops database documentation, procedures, and definitions for data dictionaries

Creates test database environment for applications section, including the creation of necessary libraries and procedures

Assists with the installation of database software and with analyzing, designing, and implementing databases

Assists with designing and maintaining database structures

Assists with establishing and implementing necessary database security controls

Manages the County's information system including hardware; assesses current and future data processing needs for County department users and modifies existing systems and writes/installs or recommends new programs and hardware to meet user needs

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Provides the management for a computerized recordkeeping system, eliminating many manual records and the need for outside vendor systems

Confers with user departments regularly to identify computerization needs and determines how the desired results can be achieved; analyzes existing systems and programs and develops or recommends new systems or modifications to existing systems

Assures system documentation by directing the writing of detailed descriptions of the system components; supervises the training of user department personnel in the use of PC's, terminals, printers and other peripherals, in addition to the program applications installed

Recommends and directs software changes and updates to keep department systems up-to date; monitors any software changes; assists departments with regard to program changes and operations

Assists in designing special forms for user departments; assists in determining if the form meets user needs, determines number of forms, etc.

Develops methodology to expand flexibility of programs or systems to meet changing needs of user departments and to accommodate future expansion without necessitating a major redesign of the systems at a later date

Works on special projects to assist various offices, departments and committees in establishing goals and deadlines pertaining to the cycle or flow of county information between departments and to the local, state, and federal government

Determines the most effective way to design a system or write a program and authorizes scheduling

Maintains contacts with all user departments, hardware vendors and other systems representatives

Performs related work as assigned

## **EXPERIENCE AND EDUCATION**

Seven (7) years' experience in technology management, experience in system design and programming work including three (3) years in a supervisory role

Graduation from an accredited four (4) year college or university with major course work in computer science, management information systems or a technology specialized degree

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles, practices, and techniques of computer programming and systems design; 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

## **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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations