



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DATA CENTER PROJECT MANAGER III**
Grade: 14

The County of Hidalgo Department of Human Resources 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 Department of Human Resources.

GENERAL DESCRIPTION

Performs highly complex and/or managerial (senior-level) systems administration work. Work involves overseeing the upkeep, configuration, and reliable operation of systems. Installs and upgrades hardware, appliances, components and system software. May plan, assign, and/or supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the functionality of the physical and virtual server and storage systems environment, the implementation of technology solutions, the development of physical and virtual server environment upgrade plans and procedures, and the installation of operating systems.

Oversees the development of operating procedures for anti-virus, Active Directory, Domain Name Services, Security, Update server and DMZ technical support, troubleshooting, maintenance, and innovative systems administration techniques.

Oversees and provides guidance in troubleshooting and solving complex problems related to data center, system software and hardware incident and problem calls, and in the processing of service requests and tasks.

Oversees projects that cross functional systems and other departments that require coordination, planning, and scheduling during project development and implementation.

Oversees studies and the preparation of reports that include study findings, recommendations, and instructions for proposed system implementations; formulates logical descriptions of problems; and devises and implements optimum solutions.

Oversees the design and implementation of new or revised methods that effectively meet county needs.

Oversees the development, analysis, and maintenance of design procedures, system updates, test procedures, and quality standards.

Oversees the training of staff prior to the implementation of systems, and provides advice and guidance during the implementation process.

Develops and implements strategic planning actions and policy decisions related to the county's systems, and makes recommendations concerning the direction of the county's management information systems.

Provides technical advice, assistance, and status reports to management.

Provides budget recommendations for data center, physical and virtual systems, anti-virus, AD, DHCP, DNS, Update server, and DMZ including the supporting hardware and software.

Recommends to management systems technology solutions and enterprise-related hardware and software standards.

Analyzes and defines agency disaster recovery responsibilities and procedures.

May assist in information systems security administration.

May assist infrastructure administration.

May plan, assign, and/or supervise the work of others.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred.

Five (5) years' experience with managing and maintaining physical and virtual server environment and anti-virus, AD, DHCP, DNS, Update server, and DMZ including the supporting hardware and software .

Experience in data center administration work.

CERTIFICATES, LICENSES AND REGISTRATION

May require registration, certification, or licensure in a specialty area

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 physical and virtual server and storage systems administration, of server and storage hardware and software configuration and troubleshooting, of operating systems and applications, of server environment and architecture of physical and virtual servers, and of basic Internet and server security administration.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to recognize, analyze, and resolve complex technical issues; to use network management, administration, and other system administration tools; to analyze systems and procedures; to write and revise standards and procedures; to handle multiple projects; to communicate effectively; and to plan, assign, and/or 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 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