



**INTERNAL**  
**JOB POSTING # 21-071**

**INFORMATION TECHNOLOGY MANAGER**

FINANCE DEPARTMENT

**SALARY RANGE: \$ 56,603 – \$ 68,609**

**Position Closes: August 24, 2021 @ 5 p.m.**

**Job Summary/Scope**

This position is responsible for the efficient and effective operation of all City information technology services including all computer hardware and software systems, the wide and local area network infrastructure and VOIP and cell phone systems.

**Essential Duties and Responsibilities**

1. Assumes management responsibilities for City-wide assigned services and activities of the Technology Department including the City's full range of computer systems, all associated software and hardware, websites and related technology and telephone services and equipment;
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures;
3. Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures;
4. Plans, directs, coordinates and reviews the work plan for staff; provide staff development and cross training for all Division staff; foster a team environment where successful work product is the result of collaboration by the team; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Manage the selection of outside consultants, engineers and system integrators for City needs;
6. Manage and monitor the backup of City data for disaster recovery (DR) purposes;
7. Administer the state-mandated Cybersecurity Awareness Training Program;
8. Administer network maintenance program to include patching, updates, and refreshes as needed to ensure network reliability and uptime;
9. Manage and participate in the development and administration of the IT budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implements adjustments;
10. Stays up-to-date of new trends and innovations in the field of information technology.

**Other Duties and Responsibilities:**

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field; Three (3) years of technology experience supporting IT infrastructure including networks, security and hardware; Five (5) years of increasingly responsible experience in the management of information technology; Two (2) years of supervisory/management and administrative responsibility. **Preference:** ITIL Foundation Certification, A+ Certification, MCSE **Acceptable Equivalency:** Any equivalent combination of experience, training, and/or education which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities of the position.

**Employee Behavior and Conduct**

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment drug screen and background investigation.

Applications available at [www.cityofkingsville.com](http://www.cityofkingsville.com) and City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363. For additional information call 361-595-8017 or e-mail [hadmin@cityofkingsville.com](mailto:hadmin@cityofkingsville.com) EOE