



**THE COUNTY OF KARNES  
200 E. CALVERT  
KARNES CITY, TX 78118**

**Department: Information Technology  
Position: Director of Information Technology  
FLSA: Exempt  
Full-Time / Salary - \$70,000**

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**BASIC FUNCTIONS AND RESPONSIBILITIES**

Under executive direction, manages information technology/data processing organization involving systems analysis, programming, machine operation and related functions, including providing data processing consultation and services to a variety of users, i.e. local area and wide area networks.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

**ADMINISTRATIVE ROLES**

- Must be capable of regular and predictable attendance at a specified location to perform assigned tasks.
- Prepares and administers the budget for the department.
- Participates with top management in the development of short-range and long-range management information service planning.
- Develops and directs the implementation of operating policies and procedures.
- Coordinates the administrative aspects of the agency's data processing functions and Geographic Information Systems (GIS).
- Manage a major informational technology organization with responsibility for general administration and supervision, direction of bid specification development and review.
- Coordinates with users to determine the way information technology can best meet the systems and information needs of management.
- Supervise initial and continuing systems analysis and related studies required to adapt informational technology to the activities of the agencies involved.
- Evaluates effectiveness of present operations.
- Recommends new users for data processing equipment and/or abandonment of less productive present users.
- Directs the coordination of workflow within the information technology installation.
- Establishes production controls.
- Confer with supervisory and administrative personnel in other units on matters pertaining to work scheduling and the effectiveness of informational technology operations.
- Supervises Information Technology staff including interviewing, hiring, training, appraising performance, planning, assigning, and directing work, rewarding, and disciplining, addressing complaints, and resolving problems while keeping in accordance with County policies, collective bargaining agreements and applicable laws.
- Other duties as assigned.



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**TECHNICAL ROLES**

- Serves as a technician for the county operations in the capacity of end user and enterprise user.
- Provides reports based on ticketing data to make decisions that will impact the daily workflow of end users; make recommendations to increase productivity and efficiency.
- Understand how to setup and maintain a large-scale network that is fully distributed.
- Employ best practices in cybersecurity and secure computing environment for the county.
- Manages the Karnes County webpage.
- Supports and manages the county telephone system.
- Other duties as assigned.

**SUPERVISION RECEIVED:**

- Supervision is received from the County Judge and Human Resources Director.

**SUPERVISION EXERCISED:**

- Functional and administrative supervision is exercised over Information Technology and staff.

**QUALIFICATIONS**

- Bachelor's Degree (B.S.) from four-year college or university in computer science or related field; 2 years related experience in a Information Technology management field; Or equivalent combination of education and experience.
- Knowledge of Accounting software, Contact Management Systems, Database software, Design software, Development software, Human Resources systems, Internet software, Inventory software, Local Government Software Order Processing systems, Payroll systems, Project Management software, Spreadsheet Software and Word Processing software.
- Knowledge of the techniques of office automation hardware capabilities and operating system software.
- Must be capable of the following abilities:
  - o Read, analyze, and interprets common scientific and technical journals, financial reports, and legal documents.
  - o Respond to common inquiries or complaints from employees, regulatory agencies, or members of the community.
  - o Write speeches and articles for publication that conform to prescribed style and format.
  - o Effectively present information to top management, public groups, and/or board of supervisors.
  - o Work with mathematical concepts such as probability and statistical inference.
  - o Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



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- Define problems, collect data, establish facts, and draw valid conclusions.
  - Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
  - County Government operations, law enforcement procedures and court system procedures are helpful.
- Must have a valid Texas Driver's License and be insurable under the County's guidelines.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HIGHEST STANDARDS OF INTEGRITY & SELECTION PROCESS**

The individual must have and maintain a high degree of integrity and confidentiality. Applicants must provide fingerprints for TxDPS and/or FBI criminal background history verification. A criminal history will disqualify candidates for this position. A signed confidentiality form will be requested upon employment. Formal application will be submitted, and an oral interview may be scheduled. Job related tests may be required.

**COMPENSATION & BENEFITS**

Karnes County currently provides 100% medical plan cost coverage provided by Humana for full-time employees. Dependents and spouse may be added to plan for additional cost to the employee. The employee also receives \$50,000 of life insurance at no cost. County employees receive the option of retirement benefits through Texas County & District Retirement System. In addition, Karnes County will observe 14 paid holidays in the 2022-2023 Karnes County Holiday Calendar. Eligible employees will receive PTO and vacation. All benefits are held until 90-day probation period is complete.

Please complete the Karnes County Employment Application located at [Employment Application.pdf \(karnes.tx.us\)](#). Application and resume can be emailed to [lacy.pruski@co.karnes.tx.us](mailto:lacy.pruski@co.karnes.tx.us).

Position will be posted until it is filled.