Texas Historical Commission
Job Vacancy Notice

Position Title: Information Resources Manager

Classification Title: Systems Analyst VI

Job Posting Number: 18-30

Salary: $7,291.67-$8,213.17/month

Salary Group/Class#:   B26/0257

FLSA: Exempt

Opening Date: 11/16/2017

Closing Date: Until filled

Duration: Regular, Full-time

Hours/Week: 40 hours

Work Location Address: 1711 San Jacinto, Austin, TX. 78701

JOB OBJECTIVE: This position serves as the agency's designated Information Resources Manager and reports directly to the Deputy Executive Director of Administration and is responsible for directing and participating in the day-to-day activities of the Information Resources (IR) department including server support, computing infrastructure, information security programs and systems network. This position serves as the Information Resource Manager (IRM) as defined in state statutes and regulations. Work involves establishing the strategic plan, goals and objectives; developing policies; establishing priorities; coordinating and evaluating program activities; and developing operating and capital IT budgets. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:
1. Serve as the agency's Information Resource Manager (IRM). Responsible for required reports to the Department of Information Resources (DIR) on the agency's Information Technology budget and operations.
2. Oversee the policy and technical day-to day-management of agency information and telecommunications resources and operations in coordination with executive management.
3. Analyze the need for computer systems and replacement or upgrade of current systems and makes appropriate recommendations to executive management.
4. Install, configure, and maintain Windows and Unix server operating systems. Install and configure server applications, such as database management systems, email systems, geographic information systems, and Web server systems.
5. May serve as the agency's Information Security Officer. Configure and maintain security systems such as firewalls. Develop information security policies.
6. Develop and implement strategic planning actions and policy decisions related to the agency's systems, and make recommendations concerning the direction of the agency's computer and management information systems and network infrastructure.
7. Plan construction and maintenance of agency computer networks, including both wide-area networks (WANs) and local-area networks (LANs). Install or supervise contracts with vendors for the installation of equipment and infrastructure.
8. Perform development and/or maintenance as needed on the Texas Historic Sites Atlas system, including conversion and installation of data provided by external sources.
9. Maintain, or work with the agency's database programmer and IT Operations Manager on the maintenance and support of agency applications, systems that reside on agency's servers.
10. Collaborate as needed with other Information Technology staff on providing technical support and training for the agency's computer users. This includes equipment and software installation, troubleshooting, and repair.

11. Oversee Information Resources (IR) -related contracts, including writing and reviewing bid documents, reviewing and evaluating proposals and working with vendors to implement contracts for services.
12. Develop and implement software and hardware life cycle strategies.
13. Prepare and coordinate the IR Strategic Plan, Biennial Operating Plan (BOP), IR Disaster Recovery Plan, IR detail for the Legislative Appropriations Report (LAR) and Information Security Policies.
14. May plan, assign, and/or supervise the work of others.
15. Represent the agency at hearings, conferences and state agency meetings, as required.
16. Adhere to established work schedule with regular attendance.
17. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

18. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in computer science, computer information systems, management information systems, business management or a related field;
- Minimum three years' experience in information systems including two (2) years directly supervising IR staff or leading an IR team;
- Work experience with Microsoft SQL Server database administration;
- Experience with Cisco networking equipment, particularly ASA firewalls;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- IR supervisory experience within a Texas state agency environment.
- Experience with ESRI GIS desktop and server software.
- Experience with Linux Systems particularly with Red Hat or Fedora.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal laws and regulations relative to information technology including CISV procurement processes and interfacing with DIR;
- Knowledge of information technology systems, programs, processes, and methodologies;
- Knowledge of scripting languages including Perl, Python, and PowerShell;
- Knowledge of the Microsoft.Net programming platform and familiarity with the C# programming language;
- Knowledge of JavaScript programming;
- Knowledge of database design and programming principles;
- Knowledge of GIS programming;
- Effective critical thinking skills;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to develop a long-term vision, achievable goals, and effective strategies for technology infrastructure and services;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;

- Ability to anticipate needs and risks;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Veterans: Go to **www.texasskillstowork.com** for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER