



Guadalupe County is seeking an

**Executive Director
of
Management Information Systems**



Opportunity Notice

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Executive Director of Management Information Systems

The executive director will be appointed by and directly responsible to the Guadalupe County Commissioners Court and will have a full-time, salaried position within the organization.

Duties include (but are certainly not limited to):

Consistently integrating private- and public-sector best practices into our public-sector business.

Studying leadership as a discipline, seeking consistent personal improvement and constantly being a person people feel excited to follow (read as candidates who are good managers are just not going to make the cut here).

Regularly, successfully and collegially collaborating with department heads and elected officials throughout the county to ensure each leader and their team have all (also may be read as “not more than”) the technology tools they need to be successful in their various missions, and that those tools are always (to the extent humanly possible) up, running and available.

Innovating. Then, innovating again. Then bringing new and more ideas, opportunities and aspirations regarding the department to the court.

Not ever doing anything foolhardy or rash on a slow news day.

Having personal responsibility for the leadership, management, supervision, well-being and professional development of the people in the department.

Additional duties and requirements (and we may decide there are more – many more):

Tactical things such as planning, organizing, directing, and monitoring activities and processes for the department. Our director will need to ensure that department budgets, internal policies, IT service contracts, and other major facets of the business are properly managed.

Experience in the following is required for this opportunity:

- Demonstrated, successful leadership of teams
- Visible track record of solving complex challenges
- A history of strong employment engagements
- Proven ability to perform in situations where pressure and scrutiny fight for the number one position amongst perceptible environmental factors

The ideal candidate might also possess some *or all* the following:

- Project management experience (maybe even a current or past PMP)
- Familiarity with GIS infrastructure
- Knowledge of server farms, server cluster environments and other, similar computing platforms
- Experience with distributed computing
- Journeyman's (or better) knowledge regarding supporting remote workforces
- Familiarity with networks and their proper administration
- Strong skills in the broad spectrum of information technology security
- Knowing when to operate systems, processes or software in the cloud and when to get back on the ground with them
- Broad and general technology industry knowledge where an underlying, innate curiosity is also present

Position and Educational Requirements: Preference will be given to candidates who possess a master's degree in MIS (or a related field) from an accredited university. We may consider outstanding applicants whose experience and bachelor's degree provide a compelling leadership picture. 10 or more years of relatable experience, with a pattern of increasing, executive-level (read as leadership) responsibility, is preferred.

Salary: We will compensate our executive in a manner commensurate with his or her experience, accomplishments *and potential*. We will also provide a vehicle allowance, annual vacation accrual, various insurance programs, retirement benefits and other professional considerations we feel are or may be appropriate.

Typical work schedule: We see very little as typical for an opportunity like this one. That said, from 8:00 a.m. to 5:00 p.m., Monday to Friday, with on-call/emergency time required for issues which demand immediate action/attention, might be a fair description for some amount of the time.

Applications (and appropriate paperwork required for transfer requests) may be obtained at: www.co.guadalupe.tx.us/employment/employment.php

Applications and other required paperwork may also be obtained in person at:

Guadalupe County Human Resources (HR)
Guadalupe County Justice Center
211 W. Court, Seguin, Texas 78155

Submission Deadline: Your packet must be received by HR no later than close of business (5PM CT) 30 days from the date of this posting.

Disclaimer: This job description is not meant to be an all-inclusive statement of every duty and responsibility which will ever be required of an employee in this position; however, the employee will be held responsible for all duties assigned. Any transfer request by an employee of a higher pay group will be considered as a request for demotion. Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services.