



ASSISTANT IT CHIEF - DALLAS COUNTY ELECTIONS DEPARTMENT

Salary Range: \$ 119,287.20 - \$149,109.00

Brief Description:

Manages, oversees and performs technical and administrative work of information technology for the Elections Office. Provides technology vision and leadership in the development and implementation of the elections technology program while assisting the Elections Administrator in strategic, tactical and elections related compliance. Oversees the design, implementation and evaluation of systems to support end users in productive use of computer hardware and software; collaborates with the County's Information Security Officer, IT operations, IT applications to ensure best-in-class recording and elections security, infrastructure and client services.

Job Essentials

- Directs and oversees IT projects and systems to ensure security, quality control and efficiency; facilitates the development of each project to meet customer needs.
- Plans and implements enterprise information systems to support elections operations.
- Manages and directs IT personnel to establish workload priorities; coordinates projects and reporting of activities while maintaining workflow estimates.
- Facilitates communication between staff, management, vendors, and other technology resources within the organization and with outside stakeholders.
- Provides project management oversight for key initiatives and division-level responsibilities.
- Manages the division budget expenditures and related administrative tasks.
- Plans, directs, and monitors the development, installation and maintenance of computer programs and associated computer operations necessary to achieve functional departmental systems.
- Develops the design specifications of computer systems, programs and operating systems, with the following core competencies: Security Analysis, Design, Business Process Improvement, Data, Modeling, Development, Planning, Implementation, Test Script Development, Monitoring/Controls, Troubleshooting/Problem Solving, Documentation and Service Motivation. Collaborates with the Information Security Officer, IT Operations, IT Applications and PMO to ensure best-in-class procedures and security standards for the security of all elections information and established IT programs.
- Directs and/or assists in the resolution of highly complex or unusual business problems that cross various IT disciplines and agency boundaries.
- Develops and establishes department standards and procedures, including application development, quality assurance, incident management, documentation and project management.

- Evaluates, plans, reviews, and recommends long-range enhancements for computer hardware, software and data communications equipment.

Job Requirements

- Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Information Systems, Computer Science, or in a job related field of study. Prefer Master's degree in Business Administration. Seven (7) years of management experience in an Information Technology department including extensive related project experience. Prefer experience with elections functions and/or experience supporting government client facing operations. Ability to influence and persuade both business and IT leaders, as well as peers.
- Ability to establish and maintain effective working relationships with employees, departments and public. Ability to analyze project and product needs to determine resources needed to meet objectives and solve problems. Ability to understand business process management, workflow and integration methods and tools. Ability to collaborate and support the business need. Organizationally savvy to work with business executives. Ability to make decisions and communicate effectively, both verbally and in writing. Ability to display intellectual curiosity and integrity. Ability to produce long-term results and achieve targeted business outcomes. Ability to be innovative with aptitude for foresight, and design and systems thinking. Ability to express complex technical concepts effectively, both verbally and in writing. Ability to work well with people from many different disciplines with varying degrees of technical experience. Strong technical knowledge of system architecture and design, software development life cycle, quality assurance, project management and information security. "Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC, etc., must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Individuals must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement." Must be able to work additional hours, including holidays and weekends, as needed during election cycles. Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

An extensive pre-employment background investigation will be conducted on all applicants who have been offered a position with Dallas County.

Job Link: <https://dallascounty.taleo.net/careersection/ex/jobdetail.ftl?job=005667&tz=GMT-05%3A00&tzname=America%2FChicago>

Website: www.dallascounty.org

Dallas County is an Equal Employment Opportunity