



Rio Arriba County

VACANCY NOTICE

JOB TITLE: **Information Technology (IT)**
Application Program Manager

Department: **Managers**
Division: **Information Technology**
Hourly: **\$**
Position Status: **Full-Time**
FLSA Status: **Exempt**
Closing Date: **Until Filled**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Position Summary

Under general supervision of the Deputy County Manager or designee, plans, organizes and directs the delivery of information technology application programs. Supervises technical staff. Provides technical leadership, support and participates in strategic and operational planning. Maintains confidentiality of all privileged information.

Essential Job Functions:

- Skill in installation, troubleshooting and diagnostic techniques on a wide variety of enterprise software and application system platforms.
- Develops strategic and operational goals for application programs. Establishes, implements and communicates goals, objectives, policies and procedures in accordance with the
- Plans and oversees the development, implementation and support of information technology programs.
- Supervises assigned information Technology staff in daily operations.
- Develops implements and increases efficiency in IT management strategies.
- Ensures systems models, specifications, diagrams and charts are created and documented for all supported enterprise systems.
- Develop and maintain information technology systems in a manner that complies with State and Federal Laws, Statutes and regulations.
- Coordinates and provides problem resolution and call out support for all IT functions.
- Maintains confidentiality of all privileged information
- Contribute to a team effort
- Performs other duties as assigned or required

Knowledge / Skills:

- Knowledge of information technology as it applies to public sector or public safety enterprise.
- Knowledgeable of public and business administration principles:
- Knowledge of the fundamentals of supervision and the ability to coordinate and supervise staff, provide leadership and direction.
- Knowledge of operating systems, software and application systems, and technology infrastructure.
- Knowledge of programming languages, database tools, reporting analysis and design, software selection and implementation.
- Knowledge of security systems with respect to applications, procedures and techniques.
- Knowledge of Generally Accepted Recordkeeping Principles (GARP)
- Knowledge of finance, accounting, budgeting and cost control procedures.
- Skilled at interpersonal communications
- Skilled at troubleshooting and diagnostics on a wide variety of software platforms
- Ability to effectively participate in preparing and administering budgets that include software and application systems.
- Ability to interpret complex data and evaluate independent studies and results.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to act in an independent and conscientious manner using sound judgment
- Strong communication and organizational skills

Minimum Qualifications

- Associate's Degree from an accredited college or university in Computer Science, Information Technology, Management Information Systems or related technical field and three (3) years' experience in Information Technology to include experience with project management.
- Any combination of education from an accredited college or university in a related technical field and /or direct work experience in this occupation totaling eight (8) year may substitute for the required educational experience.
- Certifications in Information Systems Integration, Programming and or Web/Application Security, development or administration can substitute for education and experience. Experience time will be considered on an individual basis.
- Successful completion of thorough background investigation, may including FBI fingerprint check. Must not have been convicted of a felony.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Recommended Qualifications:

- Bachelor's Degree from an accredited college or university in Computer Science, Information Technology, Management Information Systems, Web Application Development or related technical field.
- Any combination of education from an accredited college or university in a related technical field and/or direct work experience in this occupation totaling eight (8) years may substitute for the required educational experience.
- Five (5) years' experience in Information Technology to include experience with project management and or information Systems Integration with two (2) years' supervisory experience.
- Any combination of education from an accredited college or university in a related technical field and/or direct work experience in this occupation totaling eight (8) years may substitute for the required educational experience.

- Certifications in Information Systems Integration, Programming and or Web/Application Security, development or administration can substitute for education and experience. Experience time will be considered on an individual basis.

Working Environment/ Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday and weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Work well with others and participate fully in a team –oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times; and
- Maintain and enhance the County’s commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments’ utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver’s License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org