



Rio Arriba County

VACANCY NOTICE

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

Department: **Managers**
Division: **Information Technology**
Hourly: **\$22.15**
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.

Primary Purpose:

Under general supervision of the Deputy County Manager or designee, plans, organizes, and directs the delivery of information technology infrastructure 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 desktop, network, hardware and telecommunication platforms.
- Develops strategic and operational goals for infrastructure programs. Establishes, implements and communicates goals, objectives, policies and procedures in accordance with the strategic plan.
- Plans and oversees the development, implementation, and support of information technology programs.
- Supervises assigned information Technology staff in daily operations.
- Develops, implements and increase efficiency in IT management strategies.
- Plans and coordinates the analysis, design, programming timely implementation and testing of the portfolio of IT projects utilizing any and all assigned resources.
- Develop and maintain information technology systems in a manner that complies with State and Federal laws, statutes and regulations.
- Contributes to a team effort
- Ensures network is secure against internal and external threats.
- Ensures support is provided to customers in a professional, courteous and timely manner.

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, telecommunications systems and technology infrastructure
- Knowledge of programming languages, database tools, reporting analysis and design, software selection and implementation.
- Knowledge of computer security systems, applications, procedures, and techniques.
- Knowledge of current technological developments/trends in IT networking and computer/server systems

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) years may substitute for the required educational experience.
- Certifications in Network, Systems and or Security engineering or administration can substitute for education and experience. Experience time will be considered on an individual basis.
- Successful completion of thorough background investigation, many include FBI fingerprint check. Must not have been convicted or a felony.
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Physical Demands

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 40 pounds. If an item is above 40 pounds lifting shall be done by two or more County staff members.

Work 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. Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies.

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.

Employment Requirements:

Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of date of hire as a condition of continued employment.

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