

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –
Information Technology

SALARY GROUP: B21

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bradley Brock DATE: 04/22/2016

POSITION #: 008200

I. JOB SUMMARY

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates divisional program activities; develops and implements program guidelines, policies, procedures, rules, regulations, and operational benchmarks; and ensures compliance with established performance indicators.
 - B. Develops and implements techniques for evaluating programs; and oversees reviews, program analyses, and research studies and makes recommendations for the development and integration of new methods and procedures.
 - C. Oversees the preparation of divisional management and productivity reports; oversees the preparation of and monitors required divisional fiscal and budgetary reports to include financial activities of the State Data Center Consolidation project; and prepares correspondence, studies, and specialized research projects.
 - D. Responds to requests for information; oversees and monitors open records and E-Discovery Records requests; and develops and maintains liaison with program staff, agency management, and other agencies and organizations.
 - E. Plans, assigns, and supervises the work of others; and provides technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Finance, Business Administration, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning financial operations or program administration experience.
3. Two years full-time, wage-earning experience in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and financial operations.
2. Knowledge of data processing methods and equipment.
3. Knowledge of automated information technology practices and procedures.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill in administrative problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to present technical material.
11. Skill to review technical data and prepare technical reports.

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12. Skill to develop and evaluate administrative and operational policies and procedures.

13. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.