

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR II –
Enterprise Applications

SALARY GROUP: B27

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: Mike Bell

DATE: 12/17/2015

POSITION #: 008241

I. JOB SUMMARY

Performs advanced managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the strategic plan, goals, and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; reviewing and approving budgets; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Directs the activities of staff in the information technology application development, maintenance, directory services, web development, and support areas; develops standards and procedures for programming; develops, reviews, and approves budgets; and monitors compliance with policies and procedures.
- B. Develops and establishes goals and objectives consistent with the agency strategic plan; coordinates with executive management, other divisions, other agencies, program staff, and contract vendors to enhance program services and resolve issues and concerns; plans, develops, implements, coordinates, monitors, and evaluates policies and procedures; and identifies the need to revise program areas and makes recommendations to improve enterprise application development and systems operations.
- C. Reviews and approves management, productivity, and financial reports and studies; reviews guidelines, procedures, rules, and regulations and monitors compliance; and reviews results of special investigations, internal audits, research studies, forecasts, modeling exercises, and telecommunications projects to provide direction and guidance.
- D. Directs the preparation, development, review, and revision of legislation and develops the agency's position regarding legislative impact; represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars; and testifies at hearing, trials, and legislative meetings.

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- E. Coordinates the negotiation and management of vendor contracts and the purchase of equipment and software; monitors contract providers to ensure compliance with laws, rules, and regulations and the specifications of the contracts; and evaluates new hardware and software technology and assesses applicability to requirements of the agency.
- F. Reviews requests for application development and enterprise services and identifies impact on current and planned resources; assesses proposed systems and recommends appropriate action; and coordinates objective evaluations, integration, and implementation of software, hardware, and vendor solutions.
- G. Plans, assigns, and supervises the work of others; and provides direction, guidance, and assistance in the program areas.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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 Business Administration, Management Information Systems, Computer Science, or a related field preferred. Each year of experience as described below in excess of the required nine years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Nine years full-time, wage-earning application development, enterprise systems administration, program administration, information technology, or public administration experience.
- 3. Five years full-time, wage-earning experience in the supervision of employees.
- 4. Project coordination experience preferred.
- 5. Governmental program experience preferred.

B. Knowledge and Skills

- 1. Knowledge of the principles and practices of public administration and management.
- 2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
- 3. Knowledge of current application development, maintenance, and enterprise system technologies, practices, and procedures preferred.

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4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to direct and organize program activities.
6. Skill to establish program goals and objectives that support the strategic plan.
7. Skill to direct the development and evaluation of agency policies and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to review technical data and prepare technical reports.
13. Skill to evaluate new technical development.
14. Skill to project, evaluate, and monitor program budgets.
15. Skill in public address.
16. 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.