



## Travis County Commissioners Court Agenda Request

**Meeting Date:** October 16, 2012

**Prepared By/Phone Number:** Diane Poirot, 854-9170

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

A handwritten signature in black ink, appearing to be "JB".

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### AGENDA LANGUAGE:

Consider and take appropriate action regarding the recruitment process for the County Executive for Technology Services, including:

- a. Job Description
- b. Position announcement
- c. Proposed advertising budget for the recruitment
- d. Timeline for recruitment

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

On August 28, 2012, the Commissioners Court reviewed several options regarding the executive management of the County's information technology (IT) services organization. The Court directed the Planning and Budget Office to bring forward a recruitment plan for the Chief Information Officer of the County (County Executive for Technology Services). The Human Resources Management Department (HRMD) Staffing and Organizational Service Division has prepared and attached a job description, position announcement, advertising budget, and timeline for the Court's consideration.

The County Executive team has historically screened and interviewed potential executive candidates in order to recommend the finalist candidates for consideration by the Court. HRMD recommends convening other panel(s), including area Chief Information Officers, to help screen candidates. Because the Chief Information Officer will be responsible for providing services for a wide range of departments and offices across the County, HRMD will also explore the feasibility of forming an interview team that would include the appropriate representatives of major ITS customers throughout the County.

Attachment A: Job description

Attachment B: Position announcement

Attachment C: Proposed advertising budget

Attachment D: Timeline for recruitment

The job description includes minor changes that have been redlined. The job description has not been amended to include oversight of Records Management and Communications Resources specifically as part of the proposed job responsibilities, which had previously been discussed as a possible revision prior to initiating the recruitment process. However, the attached job description provides the flexibility of assigning "any other departments" to the responsibilities of this executive position if approved by the Commissioners Court in the future.

The position announcement is attached and will provide potential candidates with information about the County's ideal candidate profile for this position, as well as desired qualities such as communication, leadership and skills in effective planning and implementation.

**STAFF RECOMMENDATIONS:**

HRMD recommends approval of the proposed job description and recruitment process.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

The fiscal impact is projected to be less than \$10,000 for this recruitment, which includes estimated advertising costs of \$2,453 and the assistance of an information technology consultant to help screen resumes for technical experience at an estimated cost of \$250/hour or less. These amounts will be billed back to the Information Technology Services Department. See Attachment C for additional information.

**REQUIRED AUTHORIZATIONS:**

Diane Poirot, Human Resources Management Department, 854-9170  
Leslie Browder, Planning and Budget Office, 854-9106

# Attachment A

## TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE:** County Executive, Technology Services (TS)

**JOB CODE:**

**FLSA STATUS:**

Exempt

**PAY GRADE:**

**LAST REVISED:**

09/26/12

### JOB SUMMARY:

Serves under general policy direction from the Commissioners Court. Directs work in support of all County departments and services. Oversees Technology Services functional areas including Information Technology- and Telecommunications Systems. Develops, implements, maintains and upgrades technological services for elected and appointed officials, department heads, constituents and other governmental entities, sets the standard for best management practices. Provides highly responsible and complex technological support to the Commissioners Court and manages multiple departments through senior administrators to ensure completion of performance mission and objectives in compliance with multi-million dollar operating and capital budgets. Works collaboratively with other Travis County Executives to achieve the goals and objectives of the Commissioners Court. Oversees the development of programs that increase efficiency, effectiveness and long-range planning.

**DISTINGUISHING CHARACTERISTICS:** This is a job classification within the County Executive job family; the incumbent serves as the chief executive for the TS functional area and is the chief liaison between the Commissioners Court and this functional area. The County Executive for TS serves as member of executive management team and may serve as the Court's designee in matters related to Technology Services.

### AREAS OF MANAGEMENT:

- Information Technology Management: design, development, implementation, maintenance and support of IT resources to meet internal and external customer needs.
- Telecommunications Systems
- ~~Peripherals: printers, faxes, scanners, and other related equipment management~~
- Any other departments assigned by the Commissioners Court

### DUTIES AND RESPONSIBILITIES:

- **As the Chief Executive in the Technology functional area, the County Executive is responsible for:**
- Policy development (both recommended to the Court for approval or at the direction of the Court), review, implementation and management
- Program and project development, review, implementation and management
- Budgeting development, review, implementation and management. Contract negotiations, development, and monitoring in conjunction with the Purchasing Office.
- Hiring authority, firing authority, performance management, policy adherence, and grievance matters
- Interaction with the public, other governmental agencies, organizations (both for-profit and not-for-profit), and other concerned citizens
- Collaborative interaction with Travis County elected and appointed officials, department heads, and officials from other governmental agencies
- Short range and long range **strategic** planning, both within the functional areas of Technology **Services Support** and for the County as a whole, as a member of the Executive Management Team

### MINIMUM REQUIREMENTS:

#### Education and Experience:

- Bachelor's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Technology Services, such as Computer Science or MIS

AND

- Eight (8) years of professional management and leadership experience in Information Technology at the

# Attachment A

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executive level of state and local government, public sector management/administration or private sector administration;

- Five (5) years senior administrative level experience and supervision of managerial and professional work activities with responsibility for developing, implementing, and managing goals and objectives with significant organizational impact;

**Licenses, Registrations, Certifications, or Special Requirements:**

- Valid Driver's License; valid Texas Driver's License within three months of hire

**Preferred:**

- Master's degree in Business Administration, Management, Public Administration or a field directly related to one or more of the functional areas within Technology Services

**Knowledge, Skills, and Abilities:**

**Demonstrated Knowledge of:**

- Theory, principles, policies, practices and techniques relating to the functional areas, including informational technology design and administration
- Theory, principles, policies, practices and techniques relating to public administration at the executive level including budgeting from various funding sources, complex contract administration, managerial accounting, planning, communication and presentations, research and systems
- Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.
- Computer equipment and software packages related to functional areas and executive management.
- Business letter writing, grammar and punctuation, and report preparation.

**Demonstrated Skill in:**

- Collaboration, such as consensus-building, management of cross-functional teams, dispute resolution and negotiation
- Communication, orally and in writing, with small and large diverse groups
- Leadership and Management of a diverse group of employees, including service, clerical, professional, technical and management level employees
- Critical thinking, such as problem-solving, decision-making, and exercising independent judgment and business acumen
- Project management and coordination, on an executive level, with internal employees, outside contractors, and other stakeholders

**Demonstrated Ability to:**

- Lead and manage employees respectfully at all levels within span of control.
- Develop short range and long term plans to meet and facilitate the vision set by the Commissioners Court; effectively communicate the vision, plans and goals to employees at all levels within span of control
- Maintain professional ethics and personal integrity, representing the County in a professional manner
- Read and interpret reports, plans, blueprints and other related business documents
- Direct and interpret quantitative, financial and systems analysis of business problems.
- Develop or lead others in development of programs which foster increased efficiency and effectiveness.
- Evaluate impact of a policy, procedure, plan and/or program, by itself and in relationship to other policies, procedures, plans or programs.
- Work in diverse, decentralized, multi-faceted organization.
- Create and successfully manage organizational change.
- Develop and interpret policies, procedures, codes, ordinances, regulations, laws and contracts.
- Write complex reports and business correspondence, including graphs, charts and other geographic information analysis.
- Effectively present information to Commissioners Court, senior management, employees and public groups, including the State Legislature, utilizing tact and diplomacy.
- Establish and maintain effective working relationships with County Executives, Commissioners Court and staff,

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Elected and Appointed Officials, Attorneys, Judges, other Department Heads, media, representatives of multiple outside agencies, other County employees and officials, and the general public.

- Negotiate conflict and create collaborative solutions.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, driving, client/customer contact, balancing, occasional indoor/outdoor activities to perform the essential functions.

## **Attachment B**

**County Executive, Technology Services**  
Travis County, Texas  
An Equal Opportunity Employer  
700 Lavaca Street  
Austin, Texas

Reporting directly to the Travis County Commissioners Court, the County Executive for Technology Services serves as the Chief Information Officer for the County. This position is responsible for leading the strategic planning and directing the activities of the Information Technology (IT) Services department to meet the information technology needs of all county offices and departments. Subject to confirmation by the Commissioners Court, the County Executive directs IT policy, procedures, personnel and budget to meet the technology needs of the County's elected and appointed officials, department heads, constituents, and other stakeholders of the organization. This position is expected to provide the IT vision and solutions for Countywide needs, while working effectively and collaboratively in a decentralized IT governance environment. The County Executive is also expected to provide the leadership needed to achieve more effective technology service delivery, and to partner with others within and outside of the County to collaboratively reduce costs.

The ideal candidate will possess a thorough understanding of all aspects of IT and how it affects operational planning and program/project implementation to meet user needs and service delivery requirements across the County. The candidate must be results-oriented and demonstrate the ability to lead staff and manage a complex, challenging IT operation. The candidate should have a track record of identifying and implementing technological improvements and innovations essential to meeting organizational objectives, as well as experience in implementing a new program or performing a major program conversion affecting a large group of users. Demonstrated experience working effectively within an IT governance model in the public sector is also preferred.

The incumbent manages approximately 115 direct and indirect reports and an operating budget in fiscal year 2013 of approximately \$20 million. In addition, the County Executive is responsible for oversight and coordination of the County's capital budget for technology, which can vary from year to year.

For consideration, candidates must have a Bachelor's Degree in Business Administration, Management, Public Administration, or a directly related field such as Computer Science or Management of Information Services (MIS), AND a minimum of eight years of progressively responsible management and leadership experience with IT services and programs in public or private entities at the executive level, with at least five of those years in senior administrative levels. Candidates must also have demonstrated management and budget administration experience. In addition, the candidate must have a valid driver's license, with the ability to obtain a valid Texas driver's license within three months of hire.

Candidates may make application for consideration at Travis County's website:  
[http://www.co.travis.tx.us/human\\_resources/jobs/opportunities.asp](http://www.co.travis.tx.us/human_resources/jobs/opportunities.asp)

**ATTACHMENT C  
RECRUITMENT SOURCES  
County Executive, Chief Information Officer  
10/16/2012**

Source	Cost	Posting Period
CIO.com	\$295	60 days
Dice.com	\$0*	60 days
	Use current inventory (value \$315)	
ITJobs.com	\$100	90 days
GovernmentTechnology.com	\$200	30 days
The Ladders	\$500	30 days
International City/County Management Association	\$263	Bi-Weekly E-Newsletter
LinkedIn	\$295	30 days
National Association of Counties	\$400	4 weeks
American Society for Public Administration (Public Service Careers.org)	\$250	90 days
Texas Municipal League	\$150	30 days
GovernmentJobs.com	\$0	Continuous
JobCentral.com (Federal Job Bank)	\$0	30 days
WorkInTexas.com (State Job Bank)	\$0	30 days
<b>ESTIMATE</b>	<b>\$2,453</b>	

