



Bexar County, Texas Chief Information Officer

Bexar County is searching for a highly qualified and motivated senior executive to serve as Chief Information Officer (CIO). Interested candidates should read the information below and apply no later than 5:00 PM on Friday, July 10, 2009. Bexar County is an Equal Opportunity Employer.

Bexar County, Texas

Bexar County is home to the City of San Antonio, one of the fastest-growing big cities in the United States. With 1.4 million residents, San Antonio is the 7th largest city in the United States and the 2nd largest city in Texas. The County government serves 1.6 million residents in Bexar County, including San Antonio, several other incorporated cities, and the unincorporated areas including the famous Texas hill country.

Bexar County is an excellent place to call home because we have big-city amenities such as the Riverwalk, professional NBA franchise Spurs, the San Antonio Symphony, PGA Village, the Mission Trails, Sea World of Texas, and our annual Fiesta celebration. Bexar County is also an excellent place to call home because of our small-town values, affordable cost of living, and our economic stability. Major employers include USAA, Valero Energy, Tesoro Petroleum, Rackspace, Toyota, Microsoft, Citicorp, and Clear Channel. Bexar County is home to several military installations including Lackland Air Force Base, the Center for the Intrepid, and Brooke Army Medical Center at Fort Sam Houston. In June 2009, *Forbes* magazine identified San Antonio as one of the nation's top recession-proof cities.

Bexar County Local Government (www.bexar.org)

Bexar County, like all 254 Texas Counties, is a political subdivision of the State. The County's deliberative and executive functions are vested in the Commissioners Court, which consists of the County Judge and four County Commissioners. Other elected officials include the Criminal District Attorney, Sheriff, Tax Assessor-Collector, District Clerk, County Clerk, District Judges, County Courts-at-Law Judges, Probate Judges, Justices of the Peace, and Constables. The County employs approximately 5,000 regular employees and has a combined operating and capital budget of \$1.6 billion for fiscal year 2008-09. Bexar County residents enjoy one of the lowest County ad-valorem tax rates in Texas, where the tax rate has not increased since 1993.

Bexar County Information Services Department (www.bexar.org/is)

The Bexar County Information Services Department provides technology services and support to all County offices and departments, and is under the direct oversight of the Commissioners Court. The 100+ employees in the department are currently grouped into six divisions – Applications Development, County Integrated Justice System, Enterprise Data, Geographic Information Systems, Planning and Technical Services, and Technical Support.

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The FY 2008-09 Information Services budget is approximately \$50 million, which includes \$10 million operating and \$40 million in capital funding for multi-year projects in key areas of Criminal Justice, Enterprise Business Operations, Law Enforcement, and others, which will help the County continue to improve our technology leadership and services to our community.

Responsibilities

The Chief Information Officer is responsible for providing executive-level guidance and direction to County Elected Officials, Appointed Officials, and Department Heads in regard to technology selection, implementation, integration, and cost-effectiveness. The CIO is responsible for working with all client offices and departments to ensure the business needs of the County are met with an eye towards achieving maximum effectiveness and efficiency through the innovative use of technology.

The CIO is responsible for the selection, development, and performance of the staff of the Information Services Department, ensuring professionalism, product and service quality, and superior customer relations. The CIO is responsible for working with County elected and appointed leaders to develop a strategic vision for technology in County government, and is expected to be a thought leader in these areas.

Candidate Qualifications

Bexar County is seeking a strong candidate with a demonstrated track record for results in the Information Technology arena. The ideal candidate must be able to manage and direct projects as well as people while demonstrating the ability to develop and implement best practices for the County. The candidate should be a proven consensus builder and a clear communicator with strengths in advising governmental boards and in forming innovative, responsive, and affordable solutions.

Qualified candidates will have a Bachelors degree with a minimum of ten (10) years of professional experience in information systems management at an organization comparable in size and complexity to Bexar County, to include five (5) years recent executive level management experience. Equivalent combinations of education and experience will be considered.

Compensation and Benefits

Bexar County offers a competitive cash compensation package based on candidate qualifications. Our generous benefits include employee health and life insurance, several optional insurance programs, retirement through the Texas County and District Retirement System (TCDRS), a choice of supplemental 457 retirement savings plans, wellness benefits, and others. We welcome you to view our 2009 Employee Benefits Guide at www.bexar.org/prm/employeebenefits.html for detailed benefit information.

How To Apply

Qualified candidates should indicate their interest by submitting an application package including the following: cover letter, resume, list of references, and salary requirements to closearch@bexar.org. Microsoft Word (preferred) or PDF format are acceptable.

Application packages will be accepted from July 1, 2009 through July 10, 2009.



Bexar County Position Description



Position Title:	EXECUTIVE DIRECTOR/CHIEF INFORMATION OFFICER						
Pay Table:	E	Pay Grade:	17	Civil Service Status:	EXEMPT	FLSA Status:	EXEMPT

Essential Functions:

Under policy direction from Commissioners Court, is responsible for developing, implementing and overseeing County-wide short and long range plans, strategies, policies, and procedures related to information technology, information management and communications systems; responsible for emergency systems supporting law enforcement, jail operations and other key functions on a 24 hour basis; oversees the County-wide Geographic Information Systems (GIS) program; represents Bexar County on the Joint Operations Committee to oversee the County's interest on the City/County Radio Project; ensures information management policy compliance with County's overall long-range planning goals and objectives; works with County Elected/Appointed Officials as well as other governmental agencies to evaluate, and implement when appropriate, innovative, efficient, cost-effective technology solutions to critical business problems; oversees the operations of Information Services, including management of functional area managers, personnel actions, and budgets; and develops and implements workload, efficiency and effectiveness performance measures; and performs related duties as required.

1. Plans, develops and directs overall short and long term plans, strategies, policies and procedures for County information technology, information management and communications systems operations;
2. Oversees efforts to achieve major County information management objectives such as meeting information technology and communications needs of County offices and departments, cost containment, consistent policy application and budget coordination and administration;
3. Works with County departments and offices to identify opportunities for developing new lines of business and improving existing processes through innovative uses of technology;
4. Oversees emergency systems supporting law enforcement, jail operations and other key functions on a 24 hour basis, 7 days per week, 365 days per year;
5. Works with County Offices and Departments to identify GIS needs and coordinates County-wide GIS projects including coordination with outside agencies;
6. Participates on the City/County Radio Joint Operations Committee and coordinates County radio issues with the Sheriff's Office including oversight of contractual and financial obligations;
7. Utilizes fiscal, management and strategic planning information to facilitate policy discussion and decision-making;
8. Oversees and directs daily operations of Information Services including selection, training and evaluation of staff;
9. Develops Information Services workload, efficiency and effectiveness performance measures through review and analysis of progress made toward established mission, vision, goals and objectives;
10. Develops Information Services budget goals, reviews fund and expenditure data and approves forecasted budget requirements;
11. Represents Information Services in Commissioners Court, makes recommendations to Court regarding critical issues and ensures timely and complete communications between all County offices and departments;
12. Consults with and advises the Business Partners Committee on information technology policy matters;
13. Performs related duties as required.

Position Specifications:

Requires the following:

1. Graduation from an accredited college or university with a Bachelor's Degree in a field closely related to computer science, electronic engineering, telecommunications or business/public administration and ten years experience in information systems management at an organization comparable in size and complexity to Bexar County, with five years recent executive level management experience; or an equivalent combination of education and experience.
2. Comprehensive knowledge of business management practices; comprehensive knowledge of cost/benefit criteria development and analysis. Comprehensive knowledge of information technology and information systems management practices; Considerable knowledge of public sector administration; considerable knowledge of resource management and inventory control; considerable knowledge of budget development, administration and accountability. Considerable knowledge of strategic planning, goal development and team building.
3. Skill in developing and implementing policies and procedures; skill in managing multiple projects; skill in supervising managerial employees; skill in communicating effectively, both verbally and in writing; skill in

communicating effectively with diverse groups of individuals utilizing tact and diplomacy; skill in presenting technical information clearly and logically.

4. Ability to represent the County in a professional and effective manner; ability to establish and maintain effective working relationships with Commissioners Court, Elected/Appointed Officials, Division/Department Heads, subordinates, co-workers, County Employees and the general public.
5. Physical requirements include lifting/carrying of 5-15 lbs. occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate basic office equipment. Subject to sitting, standing, walking, reaching and handling to perform the essential functions.
6. Must secure and maintain a favorable background investigation from the Bexar County Sheriff's Office.
7. May be required to work more than 40 hours during the workweek.

Working Conditions: Working conditions are primarily in an office environment.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by Human Resources and the Civil Service Commission. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.