

## TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, complete a State of Texas Application at [WorkinTexas.com](http://WorkinTexas.com)

Job Title	Information Technology Manager (Manager VII)	Closing Date	When Filled
Reports To	Director of Operations	Posting Number	21-13
Salary Group	\$8,333 to \$10,000 per month	Schedule	<b>Full Time</b>
Insurance Waiting Period	At least 60 days from start date	Travel	None

### Military Crosswalk

Army	None	Navy	111X, 122X, 113X, 114X, 611X, 612X, 621X, 631X, 632X, 641X, 648X
Air Force	8U000, 9G100, 16GX, 41AX, 86MO, 86PO	Marines	0203, 0207, 0302, 0520, 0602, 0802, 1802, 6502, 7202, 7208, 7210, 7220
Coast Guard	SE115		

### Duties and Responsibilities

The Information Technology Manager directly reports to the Director of Operations, and is responsible for providing leadership, direction and guidance in the planning and execution of the agency's Information Technology Program. The Information Technology Manager directs the daily operations of the Information Technology team, including establishing priorities, analyzing workflow, developing and enforcing standards and setting deadlines. Responsible for directly communicating with Directors and supervisors in all agency departments, to continually assess Information Technology needs and develop solutions. Plans, assigns and directs the work of agency Information Technology staff. Performs managerial, advanced, senior-level computer systems analysis work, such as planning, defining specific procedures for accomplishing tasks, staff requirements and use, equipment requirements, acquisitions and use, organizational structure and use of space. Manages and performs database administration, system/network administration, web administration, E-Mail systems, programming for the agency and management of all associated peripheral equipment. Supervises Information Services operations, user support and user training. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### Knowledge, Skills and Abilities

Knowledge of the capabilities and limitations of computer systems, and techniques used in the design of non-automated systems. Knowledge of internet/intranet capabilities, techniques and procedures. Knowledge of data processing input/output using computer systems. Familiar with operating systems, data base software and programming languages, prefer Ubuntu Linux, Windows 10, Windows Server 2008/2012, SQL Server 2012, Microsoft Azure, Microsoft Exchange Server, and Microsoft Office/Office 365. Ability to independently diagnose and correct system problems, both documented and undocumented. Knowledge of and skill in performing IT project management, including planning, scheduling, execution, monitoring, and reporting of system implementations and IT projects, is preferred.

### Education and Experience Requirements

Graduation from an accredited four-year college or university with major coursework in Computer Science, Management Information Systems, or a related field is required. Five years of experience in Information Technology management is preferred. Experience in systems analysis, database administration, and design work. Experience in object-oriented and SQL programming and design work. Experience in email administration including Microsoft Office 365. Experience in project management. Experience in supervising IT staff.

### Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but some telework may be allowed. Work typically takes place in an environmentally controlled office setting.

### How To Apply

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The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law. The Texas Board of Nursing participates in E-Verify.