



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: May 19, 2010

Closing Date: Open until filled

Division: Information Technology

Job Title: Asst. Information Technology Director

Job Order No: 2010131203

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the IT Director:

Manage the day in and day out activities of the information technology environment including network, security, database, and CAMA software administration. Highly technical in all areas for troubleshooting, evaluating, and recommending changes to current and future network requirements to meet TCAD's need and establishes plans and implements the policies and procedures to support services. Analyzes the needs of departments to establish priorities and determine feasibility, and creates database queries, custom programming, and ad-hoc reports. Other duties as assigned. A wide degree of creativity and latitude is expected. Generally manages a group of exempt and non-exempt employees and consultants.

QUALIFICATION REQUIREMENTS:

- Bachelor of Science in applied science or combination of college and work experience
- 5+ years experience
- Working knowledge of network management of Microsoft Windows Server environments
- Working knowledge of Microsoft SQL Server 2005 relational databases management, database back-up/failover management, and database replication subscription and publication management, and Transact SQL
- Knowledge and understanding of SAN and CISCO hardware and management
- Proficiency with Crystal Reporting, MS Excel, MS Access, and other MS Office applications.
- Knowledge and understanding of PACS Appraisal software, Dreamweaver, SharePoint, Legato Networker, and/or C# a plus

The final candidate will be subject to a background check.

Essential Physical Demands: Sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs in the office.

Resumes are welcomed. You must submit a completed employment application before an interview will be granted.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.