



**TRAVIS CENTRAL APPRAISAL DISTRICT**  
Human Resources Division

**JOB OPPORTUNITY**

**Date:** October 2020

**Closing Date:** November 13<sup>th</sup> or until filled

**Job Order No:** 2020131203

**Division:** Information Technology

**Job Title:** Manager

**Salary:** Dependent on Qualifications

**ESSENTIAL JOB FUNCTIONS:**

Under the general supervision of the Director of Operations, manages the activities and projects of the information technology environment and insures that technology assists the district in compliance with the Texas Property Tax Code and all applicable laws and rules. Responsible for personnel management, data analysis, coordination and maintenance of all technology including, but not limited to: personnel, CAMA software, hardware, security, network management, backend processes, application development and other technology related activities. Highly technical in all areas for evaluating, recommending and implementing changes to current and future technology requirements to meet TCAD's needs. Reviews and analyzes existing application in conjunction with management to determine data processing requirements based on new project priorities, changes in legislation and system needs. Plans, assigns and directs the activities of professional and technical personnel involved in the design, development and systems analysis functions required to create new computer applications programs or install and implement software purchased from vendors. Assist with preparation of department annual budget, including needs for upgrading hardware and software and resources needed to ensure timely response to needs of user departments, cost estimates, department staffing needs. Process internal and external information requests. Provide support to various departments by providing statistical analysis, database queries, custom programming, ad-hoc reports, and other solutions as needed. Coordinates supplement processing with entities and district staff, works with various departments of taxing units to electronically exchange information, and provide data/information for all taxing units as requested. Requires the ability to ask questions, assess information, formulate and execute sound decisions. A wide degree of creativity and latitude is expected. Manages a group of exempt and non-exempt employees, vendors and consultants. Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

- Must have five years or more software programming, application development, or cyber security experience
- Must have management experience
- Must have thorough knowledge of Microsoft SQL Server relational database management and Transact SQL
- Must be able to perform sound research, evaluate issues, formulate strategy and implement technology
- Must be able to create complex programs and reports with little notice under pressure
- Must execute and track concurrent tasks and meet deadlines
- Knowledge of network management of Microsoft Windows Server environments preferred
- Proficiency with MS Office applications
- Bachelor of Science in applied science or equivalent work experience
- Authorization to work in the US

**ESSENTIAL PHYSICAL DEMANDS:** Must be able to sit or stand for extended periods of time with the ability to reach, bend, and lift up to 40 pounds in the office. Must use hands for data entry much of the work day. Must be able to hear and speak both in person and by phone and communicate effectively. Must be able to see and read fine print

**ENVIRONMENT FACTORS:** Indoor activity with constant exposure to video display computer terminal. Subject to interruptions and distractions. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, and mandatory deadlines. Moderate stress levels are constant with occasional significant stress. Requires the ability to, assess information, ask questions, make decisions, and execute assignments. Must be able to work in the office Monday through Friday 7:45 am to 4:45 pm, with additional hours as needed.

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, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

For consideration please submit a resume via Indeed at:  
<https://www.indeed.com/job/information-technology-manager-54a8cd5fae4bb547>  
Applicants selected for interview will complete an application at the time of the interview.