



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Information Technology Services	<b>JOB GRADE:</b>	16
<b>JOB TITLE:</b>	Lead Business System Coordinator III	<b>ANNUAL SALARY:</b>	\$72,990 - \$91,237 Depending on Experience
<b>LOCATION:</b>	#1 Criminal Justice Dr Conroe, Tx 77301	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	8:00am - 5:00pm - with rotating call schedule (some over-time, weekend and after hours work required)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

## Education, Experience and Skill Requirements

- Bachelor's Degree in an IT discipline or 8 years of applicable work experience required
- Working knowledge of Spillman software preferred
- Active Directory experience preferred
- Linux experience preferred
- With access to confidential information, trust and respect in daily interactions is a must.
- Regular, reliable and punctual attendance is required
- Ability to establish and maintain cooperative, effective and productive working relationships
- The ability to be self-motivated and work independently is essential.
- Excellent communication and interaction skills are required to develop and maintain effective working relationships with others.
- A customer service oriented approach and attitude is essential.
- Ability to effectively plan and organize work and complete tasks within prescribed timeframes.
- Ability to work over-time. Assigned departments are 24 hour 365 day operations and may require support at any time.
- Some travel within the county required
- Must pass a criminal background check

## Primary Job Duties

**Summary:** Under the general supervision of the Assistant Director of IT in the areas of the Montgomery County Sheriff's Office (MCSO), the Montgomery County Constables, Montgomery County Fire Marshal, and Montgomery County Emergency Operations Center, this position is responsible for the effective operation of all hardware and software used by the assigned departments.

- Acts as liaison between the IT department and the assigned departments
- Analyze current business processes for assigned departments and suggest improvements for efficiency and effectiveness of business operations related to enterprise software systems.
- Participate in design and recommendation of new business systems for assigned departments. Coordinate customization, testing, installation and integration of all hardware and enterprise software applications for assigned departments.
- Coordinate with vendors on behalf of assigned departments regarding contractual relationships and software maintenance, service level agreements and software maintenance and warranty information for assigned enterprise systems
- Work with Systems Administrator to implement and manage secure connectivity to outside sources including state and local entities in accordance with local, state and federal guidelines on behalf of assigned departments.
- Work with Systems Administrator to recover and/or assist users in recovering computer systems and databases in the event of power loss or catastrophic event.
- Work with assigned department staff to develop and maintain a continuity of operations plan for business operations related to enterprise systems.
- Assist in special IT department projects and be required to learn and apply new computer related skills as needed.
- Assist in developing and following IT department procedures and standards.
- Perform other duties as assigned

**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position No:	503-5516-1	Requisition No:	2587
Date Posted:	12/18/2017	Equal Employment Opportunity Employer	