



CALDWELL COUNTY

Job Description

IT DIRECTOR

Job Title:	IT Director	Salary:	
Department:	IT – Information Technology	FLSA Status:	Non-Exempt
Location:	Caldwell County	Prepared by:	Human Resources Dept.

*Applications will be accepted until the position is filled.

* Please return job application to the Human Recourse Office at the Caldwell County Courthouse
110 S. Main St. Room 100, Lockhart, TX 78644 or email to kristianna.ortiz@co.caldwell.tx.us

SUMMARY

Caldwell County is seeking an experienced and visionary IT Director to provide executive leadership for its Information Technology operations. This position will oversee governance, security, infrastructure, and staff development as the County transitions from a vendor-managed model to a fully internal IT organization. The Director will ensure compliance with the Criminal Justice Information Services (CJIS) Security Policy and maintain the performance, integrity, and security of critical systems supporting countywide services.

SUPERVISION RECEIVED

Works under the general supervision of the Commissioners Court / County Judge

JOB OBJECTIVES

- Strategic Leadership: Ensure IT strategy aligns with County priorities, Commissioners Court directives, and community needs.
- Governance & Policy Compliance: Build and maintain governance frameworks that ensure regulatory compliance, including CJIS.
- Technology Modernization: Drive upgrades and innovation in infrastructure, cloud services, cybersecurity, and business systems.
- Operational Excellence: Maintain reliable, secure, and efficient IT operations that support day-to-day County services.
- Financial Stewardship: Manage IT budgets, investments, and resources responsibly, ensuring maximum value to taxpayers.
- Talent Development: Recruit, mentor, and retain skilled IT staff, building a sustainable in-house IT team.
- Stakeholder Engagement: Communicate IT strategy, risks, and progress effectively with County leadership and departments.
- Resilience & Continuity: Ensure disaster recovery and business continuity capabilities are in place and regularly tested.

ESSENTIAL JOB DUTIES

- Strategic Planning: Lead development and execution of the County's IT roadmap, with a focus on long-term sustainability and independence from external vendors.
- Staff Leadership: Direct daily activities of IT staff including Governance Lead, Support Technician, Network & Security Engineer, Systems Administrator, and Business Analyst/Trainer; establish performance metrics and professional development plans.
- Cybersecurity & Compliance: Ensure compliance with CJIS requirements by implementing appropriate policies, training, monitoring, and audits; oversee incident response readiness and cybersecurity risk management.
- Infrastructure & Systems Oversight: Provide executive oversight of network infrastructure, servers, Microsoft 365 environments, and cloud-based systems; ensure availability, reliability, and performance.
- Vendor & Contract Management: Negotiate and oversee vendor contracts, ensuring service-level agreements are met and aligned with County needs; manage the Blue Layer transition.
- Budget & Resource Management: Prepare and manage IT budgets, allocate resources effectively, and track expenditures against strategic goals.
- Governance & Reporting: Chair IT governance meetings, prepare reports for the Commissioners Court, and provide transparency into IT risks, initiatives, and progress.
- Innovation & Modernization: Evaluate and implement new technologies that improve County services, strengthen cybersecurity posture, and enable digital transformation.
- Business Continuity: Develop and test disaster recovery plans; coordinate continuity efforts across departments to minimize downtime in the event of disruptions.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the County Commissioners and Department Heads.

KNOWLEDGE AND SKILLS:

Bachelor's degree in IT, Computer Science, Business Administration, or related field.

Minimum of 8 years of progressively responsible IT leadership experience.

Strong knowledge of IT governance frameworks, policy compliance, and cybersecurity standards.

Demonstrated experience managing large IT teams and multimillion-dollar budgets.

Familiarity with CJIS compliance requirements.

Excellent written, verbal, and presentation skills.

MANDATORY QUALIFICATIONS/ EDUCATION:

Master's degree in IT Management, Public Administration, or related discipline.

Certifications such as ITIL, COBIT, PMP, CISM, or CISSP.

Experience leading IT modernization in local or state government.

Knowledge of Texas DIR policies and public procurement requirements.

Background in organizational change management and workforce transition.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to fingers, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.