



CALDWELL COUNTY

Job Description

IT GOVERNANCE & STRATEGY LEAD

Job Title: IT Governance & Strategy Lead **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 a qualified professional to serve as its first IT Governance & Strategy Lead. This position will establish and oversee the County's IT governance framework, policies, and strategic initiatives. The role is central to building an internal IT capability as Caldwell County transitions away from a vendor-led model toward a fully staffed IT department.

In addition to governance leadership, this role will be responsible for ensuring compliance with the Criminal Justice Information Services (CJIS) Security Policy, supporting law enforcement operations and sensitive justice data.

SUPERVISION RECEIVED

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

JOB OBJECTIVES

The IT Governance & Strategy Lead provides countywide leadership and oversight in establishing IT governance structures, policies, and processes. This role ensures accountability, transparency, and effectiveness of IT operations while working closely with county leadership, department heads, and external vendors.

ESSENTIAL JOB DUTIES

- Lead development of IT governance policies and processes.
- Provide strategic planning, oversight, and reporting for IT initiatives.
- Coordinate with county departments and external vendors.
- Establish governance deliverables including risk registers, continuity frameworks, and dashboards.
- Act as liaison between Caldwell County leadership and IT partners.
- Mentor and support recruitment of additional IT staff during transition period.
- Serve as the County's primary compliance officer for CJIS, ensuring that IT policies, access controls, training, and systems fully comply with CJIS Security Policy requirements.

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.
At least 5 years of IT management, governance, or enterprise project leadership experience.
Strong understanding of IT compliance, policy, and governance frameworks.
Experience with CJIS compliance or ability to achieve CJIS certification within 6 months.
Proven ability to manage IT budgets, vendor relationships, and contracts.
Excellent written and verbal communication skills.
Demonstrated leadership of cross-functional teams.

QUALIFICATIONS/ EDUCATION:

Master's degree in IT Management, Public Administration, or related discipline.
Certification(s) such as ITIL, COBIT, PMP, or CISM.
Experience working in local or state government IT environments.
Familiarity with Texas DIR policies and procurement processes.
Background in organizational change management and workforce transition planning.

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.