

# TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-500

AUSTIN, TEXAS 78701

512.305.8001

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

**SAO Title: Manager IV (1603) Salary Group B25**

Listing No.	<b>TBP17-011</b>	Opening Date: <u>December 5, 2016</u>
Functional Title:	Information Technology Manager	Closing Date: <u>December 20, 2016</u>
Type:	Full-Time	Beginning Salary: \$7,084 – 7,500/month
Refer To:	Cathy Stella	

Military Occupational Specialty Codes: [Army 00, 35; Navy 681X; Coast Guard 01; Marines 80, Air Force 10, 30](#)

## **JOB DESCRIPTION:**

Performs senior-level managerial work providing direction and guidance in strategic operations and planning of the agency's information resources. Work involves the management of the agency Licensing system, LAN/WAN system, web site, information security posture and all internal/external system interfaces. Performs advanced management of the following agency business activities: risk management (including risk assessment, business continuity, imaging of records, the retention of electronic records, emergency preparedness); developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving the information resources budget. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## **MINIMUM QUALIFICATIONS** (License, Education, Experience):

Graduation from an accredited four year college or university required. Prefer coursework in management information systems, information technology, computer information systems, business administration, public administration, or other applicable discipline. Work experience in information technology and related areas may be accepted as a substitute for preferred coursework on a year-for-year basis. Applicants selected for interview are required to provide an unofficial transcript of college coursework.

Five (5) years related work experience and two (2) years of supervisory/management experience is preferred.

Must have experience in implementing and maintaining networks, information security and utilizing personal computer hardware and software. Thorough knowledge of network facilities; network operating systems and security software, and performance monitoring and capacity management tools. Ability to recognize, analyze and resolve network problems.

**CONDITION OF EMPLOYMENT:** The position is security sensitive and TSBP is authorized to obtain a criminal background check which includes criminal history records.

## **ENVIRONMENT/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

## **REMARKS**

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete applications will not be considered. Resume may supplement, not replace application.

Job description & state of Texas application can be downloaded from the TSBP website:

<http://www.pharmacy.texas.gov>

Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-500, Austin Texas 78701, FAX 512/305-8075.

*An Equal Employment Opportunity Employer*

*TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.*

*A copy of TSBP's EEO Plan Utilization Report is available at [http://www.pharmacy.texas.gov/files\\_pdf/EEO\\_Utilization\\_Report\\_TSBP\\_Amended.pdf](http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf)*

# TEXAS STATE BOARD OF PHARMACY

**POSITION TITLE:** Information Technology Manager  
**DIVISION:** Executive Office  
**SUPERVISOR:** Executive Director  
**STATE CLASSIFICATION TITLE:** Manager IV  
**STATE CLASSIFICATION NO:** 1603  
**STATE PAY GROUP:** B25  
**FLSA STATUS:** Exempt

## **GENERAL POSITION DESCRIPTION:**

Performs senior-level managerial work providing direction and guidance in strategic operations and planning of the agency's information resources. Work involves the management of the agency Licensing system, LAN/WAN system, web site, information security posture and all internal/external system interfaces. Performs advanced management of the following agency business activities: risk management (including risk assessment, business continuity, imaging of records, the retention of electronic records, emergency preparedness); developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving the information resources budget. Plans, assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## **REPORTING RELATIONSHIPS:**

Work is performed under general direction of the Executive Director/Secretary with extensive latitude to exercise initiative and independent judgment within the limits of agency and division policies and procedures. Plans, assigns and supervises the work of IT staff. The Manager of Information Technology is a member of the senior management team of the TSBP and reports directly to the Executive Director of the agency.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Information Resources**

Establishes and oversees the goals and objectives of the information technology department for the agency. Provides leadership, vision, and management to the IT Department. Serves as the Information Resource Manager and Information Security Officer, in compliance with the Department of Information Resources' rules and regulations. Works directly with the Department of Information Resources, other agencies, and industry organizations to keep abreast of the latest developments in information technology.

Develops and manages technology operations to improve the overall technology infrastructure; evaluates new technologies and resources to identify potential benefits to the agency.

Prepares proposals relating to Information Resources (IR), such as the IR Strategic Plan, Legislative Appropriation Request, Operating Budget, Biennial Operating Plan, Agency Security

Plan, IR Deployment Review, Information Technology Detail Reports, and other technology related reports.

Develop policies and procedures designed to ensure the integrity of the systems security program and the management of agency property.

Develops, manages, evaluates and monitors contracts relating to IT services and equipment.

Evaluates staff performance and training needs to meet the responsibilities of the information technology program.

Leads agency technology projects from inception to completion.

### **Agency Business Activities**

Develops, manages and participates in the initiation, planning, organization and coordination of major program area activities and operations. Major programs include but are not limited to: contract negotiation of major IT services; business continuity planning; risk management; records retention of electronic records; imaging import project; audit activities.

Oversees and participates in the development and implementation of new major programs and initiatives.

Participates in special investigations involving information technologies.

Participates and coordinates special audit requests involving information technologies.

Complies with all agency personnel policies, including regular attendance.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skill in planning, directing, and coordinating information technology operations.
- Thorough knowledge of windows client server environments.
- Considerable knowledge of state administrative rules and regulations, including budgetary and appropriation processes.
- Knowledge of the principles, methods, and techniques of the management of personnel management.
- Leadership skills.
- Ability to establish goals and objectives; to analyze and solve complex work problems; and to oversee program activities.
- Ability to maintain confidentiality.
- Thorough knowledge of agency policies and procedures.
- Through knowledge of information security and how to properly harden the agency against potential threats.
- Ability and willingness to perform hands-on, daily activities related to desktop support, network and information security support.
- Ability to forecast and plan for IT infrastructure needs including but not limited to servers, software, laptops, desktops, and network equipment.
- Ability to work effectively with staff, internal and external customers.
- Ability to communicate orally and in writing, in a clear, concise manner.

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from an accredited four year college or university required. Prefer coursework in management information systems, information technology, computer information systems, business administration, public administration, or other applicable discipline. Work experience in information technology and related areas may be accepted as a substitute for preferred coursework on a year-for-year basis. Applicants selected for interview are required to provide an unofficial transcript of college coursework.

Experience in project management is preferred. Minimum of five (5) years related work experience and two (2) years of supervisory/management experience is preferred.

Must have experience in implementing and maintaining networks, information security and utilizing personal computer hardware and software. Thorough knowledge of network facilities; network operating systems and security software, and performance monitoring and capacity management tools. Ability to recognize, analyze and resolve network problems.

## **OTHER PREFERRED QUALIFICATIONS:**

- Experience serving as the Information Resources Manager (IRM) for a state agency.
- Experience serving as the Information Security Officer (ISO) for a state agency.
- Experience in researching information and preparing concise reports.
- Experience in information technology strategic planning.
- Experience in leading and participating on committees regarding information technology.

**LICENSE REQUIRED:** None

## **ENVIRONMENTAL/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

**Security Statement:** The position is security sensitive and TSBP authorized to obtain a criminal background check which includes criminal history records.