



SPRING FIRE DEPARTMENT

656 East Louetta Rd, Spring TX 77373

Office: 281-355-1266 / Fax: 281-355-1268

WWW.SPRINGFD.ORG

INFORMATION TECHNOLOGY DIRECTOR

Harris County Emergency Services District No. 7, the Spring Fire Department is looking for an Information Technology Director to join our team! You will coordinate activities in fields such as electronic data processing, information systems, systems analysis, and computer programming. Salary for this position is dependent on experience.

RESPONSIBILITIES

- Develop and oversee IT procedures and operations
- Assist in strategic planning and risk analysis
- Identify information system needs
- Establish priorities for system upgrades
- Perform regular security monitoring to identify intrusions
- Optimize ongoing network design

QUALIFICATIONS

- 5-years previous experience in IT
- Ability to evaluate software and hardware
- Strong troubleshooting and critical thinking skills
- Ability to prioritize and multi-task
- Deadline and detail-oriented

ABILITY TO

- Maintain a relevant skill set to ensure department infrastructure is current and up to date
- Document and maintain up-to-date information
- Solve problems quickly
- Participate in 24/7/365 on-call rotation to provide continual support to department staff
- Ensure adherence to safe work practices and procedures
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

ADVANCED KNOWLEDGE OF

- Microsoft Power Platform
- Information Technology concepts
- Cybersecurity
- Software - Microsoft Windows, Mac OS X, Linux
- Infrastructure - servers, Cisco/Juniper network equipment, Dell/Lenovo/Apple PCs, VMware Virtualization
- Networking - L2/L3 switching and routing, SNAT/NAT, TCP/IP, SDN, DNS, Wireless, and VPN.
- Basic web development – HTTP/HTTPS, PHP, HTML, WordPress
- Cloud services – Microsoft Azure, Office 365
- Telecommunications – Cisco/ShoreTel Voice-over-IP, Cellular Phones, Cisco Telepresence
- Audio Visual systems, Video Production systems
- Ticketing Systems, Remote Monitoring and Management tools, Remote Control tool

BENEFITS

- Employer paid premiums for employee Health, Dental, Life, & Vision insurance
- Partial Payment of premiums for family Health, Dental, & Vision insurance
- Paid sick and personal time off
- Texas County and District Retirement System - 7% mandatory employee contribution, 250% department match upon retirement. An optional 457(b) plan is available.

INTERESTED CANDIDATES MUST SUBMIT A PROFESSIONAL RESUME, TO HUMAN RESOURCES TO HR@SPRINGFD.ORG BY 5:00 PM ON MARCH 28, 2025.

INTERNAL CANDIDATES MUST BE IN GOOD STANDING AND NOT HAVE ANY FORMAL DISCIPLINARY ACTIONS FOR 12 MONTHS BEFORE THEIR APPLICATION DATE

Harris County Emergency Services District No. 7, The Spring Fire Department is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and department needs, we do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, genetic information, gender, sexual orientation, gender identity, or expression, veteran status, or any other status protected under federal, state, or local law. Notice to Applicants: All applications and pre-employment information are subject to disclosure under the Texas PIA, Chapter 552 of the Government Code.

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