

DALLAS HOUSING AUTHORITY

JOB VACANCIES

October 1, 2018

JOB TITLE: DIRECTOR INFORMATION TECHNOLOGY
SALARY RANGE: Negotiable
LOCATIONS: HEADQUARTERS

Summary: Under supervision of the Chief Financial Officer, coordinates with the activities of the Information Services Department to meet DHA goals and objectives; establishes priorities and monitors operational performance and progress towards goals; manages subordinates by planning and directing activities and strategies.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides leadership and direction to the agency staff for proper utilization of the Voyager software and related programs and operations; monitors the operations to assure the programming provides accurate and accessible data and achieves tactical goals and outcomes.
- Collaborates on management strategies to assure proper execution of agency operations and DHA programs; establishes tactics, approves resource requirements, and monitors resource utilization required to achieve goals.
- Assures fiscal accountability, develops annual budgets and forecasts with monitoring mechanisms to facilitate reporting and financial analysis for software costs; manages the collection, analysis and reporting of monthly operational and financial data.
- Enthusiastically promotes the President/CEO's priorities for the operations of DHA. Carries out the President/CEO's priorities and completion timelines for the operations of department and its programs.
- Manages the implementation of new directions for DHA, its departments and senior personnel.
- Enables monitoring of program performance and productivity, directs the continuous improvement of the work outcomes; and assures the satisfaction of internal and external customers.
- Interprets DHA policies and procedures, advising personnel of effective strategies for resolving complex issues in providing Information Services.
- Assures effective communication of issues and strategies between appropriate departments and external agencies.
- Advises subordinates on personnel and operations issues, and coordinates their resolution; effectively addresses personnel issues in order to promote a productive work environment, and the effective development of department staff.
- Manages department's performance and productivity to ensure conformance to standards established by President/CEO.

- Stays current in information technologies and ensures DHA systems and applications are maintained, upgraded and/or replaced based on the strategic plan.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of DHA organization, operations, policies and procedures.
- Knowledge of computer hardware and software use, installation, and configuration.
- Knowledge of techniques for setting up and testing computer operating systems.
- Knowledge of operation, maintenance and performance capabilities of hardware, software, networks and PC operating systems.
- Knowledge of current principles and practices related to development, management and use of automated and communication information systems.
- Knowledge of principles and techniques of system analysis and design, functional area needs assessment and requirements definition.
- Knowledge of personnel rules and budgeting systems.
- Knowledge of techniques and practices for efficient and cost effective management of resources.
- Skill in analyzing complex administrative and operational data and issues, evaluating alternatives and making logical recommendations based on findings.
- Skill in effective leadership, conflict management and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in investigating, analyzing and resolving complex and sensitive issues and complaints.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with other DHA staff.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.

Physical Demands:

Must be able to lift/carry up to 10 pounds.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Information Systems, Information Technology or a related field, and five (5) years of information technology experience, with at least two (2) years supervisory experience; OR an equivalent combination of education and experience.

Valid Texas State Driver's License required.

DEADLINE TO APPLY: OPEN UNTIL FILLED

Explanation of Hiring Process:

Thank you for your interest in job opportunities with the Dallas Housing Authority. All applications for open posted positions must be submitted via on-line at www.dhadal.com. No on-line applications will be accepted after the noted closing date on the announcement. We encourage you to visit our website often to view and apply for vacant positions with the agency.

Dallas Housing Authority
3939 N. Hampton, Dallas, Texas 75212

EQUAL OPPORTUNITY
THE HOUSING AUTHORITY OF THE CITY OF DALLAS, TX WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, DISABILITY, SEXUAL PREFERENCE, GENDER IDENTITY, GENETIC INFORMATION, VETERAN STATUS, FAMILIAL STATUS OR AGE.