



*The City of Leon Valley City Council is seeking an
experienced IT Professional to be the next ...*
Information Technology Director



The City of Leon Valley was incorporated on March 31, 1952, when the local residents became aware that the City of San Antonio was preparing to annex the area.

The City of Leon Valley is a Home Rule City operating under a Council-Manager form of government with a Mayor and five City Council Members elected at-large. The Mayor and City Council Members hold two-year terms of office and are elected and serve on an at-large basis. The City, home to 11,000 plus residents, is located in the northwest quadrant of Bexar County, 10 miles from downtown San Antonio. The heart of Leon Valley lies along State Highway 16, also known as Bandera Road, and is made up of approximately 3.5 square miles.

The City is a full-service city with public safety departments including the Fire Department, Emergency Management Services, Police Department and a superior water system. Operational departments include: Administration, Planning and Zoning, Economic Development, Finance, Leon Valley Public Library, Municipal Court, and Public Works departments. The City employs approximately 121 employees and has a 2022-2023 budget of \$25 million.

This Position is under general direction of the City Manager, serves as the City's Information Technology Manager is responsible for maintaining the City's equipment technology inventory, technology-related projects, website maintenance, computer network systems, assist in the procurement of system hardware, software administration for **ALL** City departments and completes other related work as required.

Requirements

- Minimum qualifications include: Bachelor's Degree in , business computer systems, Computer Science or related field, or equivalent experience
- Valid Texas Motor Vehicle License
- Minimum of two years of progressively responsible experience in a computer system management position
- Extra consideration will be given to applicants who have:
 - Experience working with a city, county, or similar public jurisdiction
 - The ideal candidate should have knowledge of working with public safety/public works telecommunications systems, a sizable computer network, cyber security policies and testing, GIS.
 - Microsoft (MCSE/MCSA) or Cisco (CCNA/CCNP/CCSP) professional certifications

Benefits and Salary

- Salary Range \$80,000-\$100,000/yr
- Possible paid moving expenses.
- Eleven (12) paid holidays per year
- Minimum of seventeen (17) eight-hour days per year of Personal Leave
- Minimum of twelve (12) eight-hour days per year of Major Medical Leave
- 100% employer-paid group health, and dental insurance, with dependent coverage available
- Participation in a pension plan through the Texas Municipal Retirement System. 7% and 2:1 match
- Voluntary participation in I.C.M.A., a Section 457 Deferred Compensation Plan
- Section 125 Cafeteria Plan, to include health and dependent care reimbursement accounts
- \$10,000 Term Life + AD&D, paid by employer
- Medical and family leave programs
- Paid Funeral leave
- Employee Assistance Program (EAP)
- Worker's Compensation
- Social Security
- Career Training Opportunities
- Four-Day Work Week

Submit resume with minimum salary requirement to Lisa Hernandez, HR Director, l.hernandez@leonvalleytexas.gov or mail to 6400 El Verde Road, Leon Valley, Texas 78238-2399 or remit by fax to (210) 684-1515. For additional information about the City of Leon Valley, see our website at: www.leonvalleytexas.gov. Closing Date: February 6, 2023, at 5:00 p.m.