

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Chief Information Officer
ALLOCATION: Information Technology
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management

ESTABLISHED: June 2013
REVISED:

JOB SUMMARY:

Under broad managerial supervision, directs the administrative and technological activities of the Information Technology Department, within the guidelines set up by the County Administrator; determine and formulate departmental policies and procedures; plan, direct, or coordinate the County-wide information technology strategic plan involving all computing data, software, systems operations and data, including mainframe, network, personal computer, voice and data transmission and Internet and Intranet services and perform other duties as assigned.

This is the executive level in the information technology series.

CLASS CHARACTERISTICS:

This is an "at-will" classification appointed by and working at the direction of the County Administrator (CAO).

EXAMPLES OF DUTIES:

Essential:

- Direct the coordination of the department's programs, plans and operations between technology divisions and County departments.
- Administer all centralized information services functions and activities, including financial, payroll and criminal justice systems, infrastructure and architecture, applications and operations systems applications, and the development and operation of client services and networks; reengineer business processes, oversee the provision of professional guidance and technology coordination among County departments and other jurisdictions as appropriate.
- Direct and coordinate the department's financial and budgetary activities in order to fund operations, maximize investments, and increase efficiency; direct the preparation and administration of the department's budget for approval, including those for funding and implementation of programs.
- Overall responsibility for long-term countywide information systems needs and overall strategy for systems development and hardware acquisition and integration.
- Administer centralized voice and data transmission functions.
- Prioritize and allocate available resources; evaluate program effectiveness as related to objectives and policy guidelines.
- Direct and participate in strategic and tactical planning to ensure that County's Information Technology plans support and complement the County's Strategic Plan.
- Ensure the planning, organization, administration, review and evaluation of the work of professional, support and operational staff and various contractors directly and through subordinate levels of supervision.
- Direct the selection of staff; provide training and professional development; interpret regulations and County policies and procedures to departmental employees; ensure effective morale, productivity and discipline of departmental employees.
- Advise the Board of Supervisors, the County Administrator and the directors of other departments and jurisdictions on current issues and long range planning regarding areas of responsibility.
- Monitor changes in technology and regulations related to information capture and processing and voice and data transmission; evaluate their impact upon County activities and provide for the development and implementation of required policy and procedural modifications.
- Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials; direct and oversee the maintenance of accurate files and records.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer and peripherals in the course of the work.
- May be required to drive a motor vehicle.

EMPLOYMENT STANDARDS:

Knowledge of:

- Electronic equipment, and computer hardware and software, including applications and programming.
- Principles of relevant, modern, mainframe operating systems as well as client server network and personal computer based systems, intranet, internet and web technology and applications.
- Principles of software programming.
- Principles and practices of public administration related to the management of computer systems operation and support, local and wide area data communications and a variety of telecommunications systems.
- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources. This includes goal setting, program development, implementation and evaluation, and the management of employees through subordinate supervision.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles and processes of providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Principles and practices of administrative and operations management including budget development and execution.
- New developments in information technology and their relevance to current business needs and technology strategies.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Developing information systems designs, flow charts, report layouts and screen designs.
- Keeping up-to-date technologically and applying new knowledge to the job.
- Administering, directly and through subordinate levels of management and supervision, a broad program of information services in a multi-protocol, multi-platform environment.
- Communicating technical information to a wide variety of users.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Determining how money will be spent to get the work done, and accounting for these expenditures.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Bringing others together and trying to reconcile differences; adjusting actions in relation to others' actions.
- Creating a unified team environment.
- Using tact, discretion, and prudence in working with others.
- Monitoring and assessing the performance of one's self, other individuals, or programs to make improvements or take corrective action.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Talking to others to convey information effectively.
- Motivating, developing, and directing people as they work, identifying the best people and resources for the job.
- Managing one's own time and the time of others.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Using mathematics to solve problems.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

Ability to:

- Plan, develop, establish, monitor and maintain information technology and business continuity strategies.
- Plan, schedule, coordinate and direct the daily and long-range programs and work of the information technology department.
- Serve as a countywide technical adviser regarding information technology and business continuity.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational situations, technical policies and procedures.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Develop creative problem-solving strategies.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Maintain composure in difficult situations.
- Employ non-competitive, active listening skills.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Properly handle equipment and supplies weighing up to 25 pounds on an occasional basis.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office environment, with multiple work locations possible.
- May at times be exposed to loud noise levels. However, noise levels are typically quiet.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- May be required to work evenings and weekends and in response to system emergencies and priorities.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited institution with a major in Computer Science, Information Systems or a closely related field and five years of experience in computer programming and/or systems analysis and design, including at least two years of management or supervisory experience in a comprehensive information technology environment, managing multiple information technology functions such as design, development, operations or administration of complex application and network systems in a multi-platform agency.

PREFERRED: In addition to the minimum, a Master's degree in a related field, Certification as a Certified Information Systems Security Professional (CISSP), Certified in Risk and Information Systems Control (CRISC), CompTia A+ Certificate, Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Administrator (MCSA) Certificate, or Microsoft Certified Solutions Developer (MCSD) for .NET or equivalent and additional years of experience, preferably in a public agency setting. Leadership experience in major systems change, organizational restructuring, work process reengineering and public management is highly desired.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

CAO Approval: Robert Bendorf
Date:

EEOC: A
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____

BOS Approval: Chairman of the BOS
Date:

Signature: _____