



## Chief Information Officer Information Systems

IT/1 - 271

### JOB SUMMARY

This position is responsible for the formulation and implementation of a strategic IS business plan. The Chief Information Officer evaluates the business plan annually to ensure that IS programs remain in concern with technological developments and end-user requirements.

### MAJOR DUTIES

1. Leads IS strategic and operational planning to achieve business goals by fostering innovation, prioritizing IS initiatives, and coordinating the evaluation, deployment, and management of current and future IS systems.
2. Supervises, directs and evaluates assigned staff; handles concerns and problems; directs work; counsels and disciplines staff; completes employee performance appraisals; maintains staff training consistent with emerging technology.
3. Develops and maintains an appropriate level of service delivery that is consistent with and supports the needs of governmental operations; ensures continuous delivery of IS services through oversight of service level agreements with end-users and monitoring of IS systems performance.
4. Identifies opportunities for the county's IS vision; identifies opportunities for the appropriate and cost-effective investment of financial resources in IS systems and resources, including staffing, sourcing, purchasing, and in-house development; evaluates recommendations from staff for new computer products; makes recommendations to management concerning the lease or purchase of new equipment; stays abreast of trends in information technology and government operations; develops business case justifications and cost/benefit analyses for IS resources and initiatives; coordinates and facilitates consultation with stakeholders to define business and systems requirements for new technology implementation.
5. Prepares and administers the departmental budget; monitors budget expenditures and initiates changes in work priorities to ensure completion within budgetary constraints; approves expenditures and recommends fund transfers when appropriate.
6. Prepares special studies and reports at the request of senior management; performs special analysis and project management for projects, from inception through completion and follow up; establishes project scope, timetables, cost estimates, stakeholder satisfaction, prioritization of competing objectives, and project status reporting.
7. Performs high-level and hands-on technical assistance for hardware and software; develops principles and methodology for new technology objectives; evaluates existing operations for efficiency; monitors existing infrastructure for reliability; prepares systems documentation, technical reports, manuals, and operation procedures.
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of information systems and technology, including the principles used in analyzing, evaluating, modifying, developing, designing, installing, maintaining, expanding, networking, and testing information systems and technology.
2. Knowledge of information technology standards, tests, management and security principles, especially as they pertain to government operations.
3. Knowledge of project management principles and practices.
4. Knowledge of government accounting, purchasing, and budgeting policies and procedures.
5. Skill in project management, including budgeting, prioritization, technical coordination, and short- and long-range planning.
6. Skill in the management of professional personnel engaged in midrange and microcomputer programming and systems analysis functions, in local wide area network administration, in telecommunications administration and in computer center operations.
7. Skill in researching new technologies and evaluating new systems.
8. Skill in the development of project strategies.

9. Skill in oral and written communication.
10. Ability to identify current and potential problems, evaluate alternatives, implement positive solutions and follow up to ensure system performance.
11. Ability to explain complex technical concepts clearly and concisely.

## **SUPERVISORY CONTROLS**

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the county personnel policies and procedures manual; state and federal laws and regulations; technical and support manuals; and guidelines and best practices as applicable from other local government and state organizations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory, and technical duties in maintaining an information technology system. Frequently changing industry standards as well as unexpected demands contribute to the complexity of the position.
- The purpose of this position is to administer the county's information technology systems. Successful performance in this position contributes to the increased effectiveness of county operations through the efficient and timely processing of information.

## **CONTACTS**

- Contacts are typically with members of the general public, other county employees, department heads, vendors, and representatives from other organizations.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, computer room, stockroom, or warehouse. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work is performed outdoors, occasionally in cold or inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Information Services Manager (1), Assistant Information Services Manager (1), Systems Analyst (2), Network Administrator (1), Business Systems Administrator (1), Information Systems Technician (2), and Administrative Secretary (1).

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.