

Code: 7495

Title: CHIEF INFORMATION OFFICER

SUMMARY: This classification serves as the County's senior technical director for Information Technology (IT) and serves as Department Director to establish IT standards, development of IT architecture, integration of and exploitation of IT services and equipment in a multi-platform environment and operation of the centrally managed IT infrastructure for the County. This is a classification in the Unclassified series, is exempt from the County Merit System Rules and reports directly to the County Administrator.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Establishes County-wide strategic policies for the planning, development, introduction, assimilation and integration of existing and emerging IT and communications technologies;

Administers the development, compilation and implementation of a County-wide IT Plan to enhance governmental operations;

Establishes objectives and, in concert with affected Departments, budgets to facilitate the orderly and efficient capture, transport, storage, processing and dissemination of information throughout Pima County;

Oversees the development and administration of a County-wide IT acquisition program, to include coordination of the purchase, lease or contracted provision of equipment, software, goods and services, in concert with the County Procurement offices and affected Departments;

Directs the development, integration and implementation of comprehensive supporting IT infrastructure, to include state-of-the-art voice and data communications, data sharing systems, Web-based e-government systems, e-mail and County-wide Internet access;

Oversees the establishment of County standards for the acquisition, use and sharing of computer-oriented databases, application development tools, network infrastructure and related systems to assure cross-system compatibility throughout County government;

Oversees the evaluation of IT projects for cost-effectiveness, by comparison of internal development costs versus out-sourcing costs and recommending cost-effective implementation;

Oversees the creation of IT system and infrastructure standards required of all County IT system users along with programs to measure benefits against County productivity goals;

Directs the coordination and management of County licensing and franchising activities for competitive local exchange carriers, cable companies and other telecommunications utilities;

Oversees the creation, maintenance and monitoring of County-wide IT security standards to insure privacy of data, security of IT processing facilities, activities and infrastructure;

Establishes and chairs IT working and advisory groups composed of County, other governmental agencies, and affected private organizations to evaluate and enhance County IT capabilities between diverse platforms and systems;

Participates, with Human Resources and affected Departments, in the recruitment of IT managers and strategic planning specialists, to include acquisition (by contract or such) of specialized IT expertise required for IT activities and projects;

Plans, coordinates, directs and evaluates the work activities and professional development of assigned staff;

Participates in the research, discovery and identification of new or improved IT concepts to management for consideration;

Oversees the inventory and maintenance of comprehensive records of County-wide IT assets, in concert with affected Departments.

KNOWLEDGE & SKILLS:

Knowledge of:

- current trends and developments in Information Technology (IT), particularly in the integration of IT ;
- current County IT resources, to include centralized and decentralized systems and related voice/data communications networking and infrastructures and their capabilities;
- methods for the assessment of IT systems efficiency and cost-effectiveness;
- organization, functions and IT needs of County departments and agencies;
- principles and practices of effective public and technical administration;
- County procurement and contracting processes and procedures;
- Federal, State and local laws, rules, regulations and technical standards for the creation, use, security and maintenance of IT-based public records, databases and related information;
- principles and practices of employee selection, supervision, management, evaluation and training.

Skill in:

- performing systems and needs analysis of existing and proposed IT resources and developing cost-effective strategies to implement and exploit system capabilities;
- developing and implementing a long-term IT acquisition and integration strategy for all County departments and agencies;
- assessing current County IT resources for compatibility with current and projected needs;
- coordinating the development, administration and execution of IT security and disaster-recovery plans and programs;
- coordinating the development and implementation of consolidated or compatible IT systems using a variety of platforms, to include County mainframe systems;
- negotiating and administering contracts and inter-governmental agreements related to IT issues;
- effective personnel management;
- communicating effectively.

DESIRED QUALIFICATIONS: Desired qualifications will be established by the County Administrator at the time of recruitment. Typically, these would require at least a Bachelor's degree from an accredited college or university with a major in Information Systems/Technology, Management Information Systems, Computer Science, Computer Engineering, Electrical Engineering or other relevant field, in addition to significant professional-level experience in the development and administration of complex, multi-platform information technology (IT) systems.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: This is a classification in the Unclassified series and is exempt from the County Merit System Rules.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 01/29/03(fn)

