

CHIEF INFORMATION OFFICER

49-H

DISTINGUISHING FEATURES OF THE CLASS: The Chief Information Officer is responsible for overseeing and supervising the electronic technology in all departments in the county structure. The incumbent will review the current technology in use in county departments and develop and implement a plan to ensure departments have the technology, both hardware and software to meet their needs within budgetary limits. The incumbent will also be responsible to oversee the establishment and implementation of computer training to County employees. The incumbent will be responsible to create data management programs as needed. The incumbent will be the liaison between technical consultants, administrative staff and the County Manager. The Chief Information Officer will also work with and advise department heads in purchasing software packages to ensure quality products are being purchased. Supervision is exercised over staff assigned to the Management Information System Department. Work is performed under the direction of the County Manager in accordance with policies prescribed by the legislative body.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Documents all existing technology in County departments;

Coordinates installation of networks and computer systems in County departments;

Develops procedures relating to Internet usage and establishes Internet access for department heads and agencies identified as requiring/benefiting from this service;

Develops and implements a technology plan to ensure each County department has appropriate information technology systems;

Conducts feasibility studies;

Oversees installation of new hardware and software;

Assigns responsibility for various projects, computer/programming problems, etc. to subordinate staff and provides supervisory oversight of staffs' performance;

Develops and implements procedures of providing technical assistance to all computer users in the county departments;

Oversees/recommends all computer hardware and software purchases in the county;

Develops, oversees and evaluates all Requests for Proposal for computer related services;

May develop data management programs;

Oversees the maintenance of all computer networks;

Assists county departments by creating reports as needed from system data;

Maintains the internal financial records of the department and prepares the operating budget for the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Through knowledge of the various technology trends, including hardware and software; Through knowledge of current principles and practices within the technology field;

Through knowledge of Internet and Intranet applications/programs; thorough knowledge of wide and local area networks; through knowledge of the terminology used in the electronic technology

field; thorough knowledge of electronic system analysis; good knowledge of computer programming; good knowledge of the Unix, Novell and Microsoft operating systems; good knowledge of modern

management principles and practices; ability to plan and supervise the work of others; ability to prepare detailed analysis and to create and implement an information technology plan; ability to gain

and maintain the confidence and cooperation of others; ability to foster and maintain vendor relationships; good judgment; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Computer Science, Computer Systems Management, or Information Systems Management or a related field and four (4) years of experience supporting hardware and software in a large enterprise environment, including three (3) years experience in the field of systems analysis or programming, two (2) years of which must have been in a responsible supervisory or administrative capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science, Computer Systems Management, Information Systems Management or a related field and six (6) years of experience supporting hardware and software in a large enterprise environment, including three (3) years of experience in the field of systems analysis or programming, two (2) years of which must have been in a responsible supervisory or administrative capacity; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science or a related field and eight (8) years of experience supporting hardware and software

in a large enterprise environment, including three (3) years of experience in the field of systems analysis or programming, two (2) years of which must have been in a responsible supervisory or administrative capacity; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

***QUALIFYING EXPERIENCE:** Must have been FULL TIME PAID EXPERIENCE in the field of systems analysis or programming including but not limited to participation in such areas as the design and implementation of computer systems (including feasibility studies); the generation of system specifications, the development of test data, systems testing, parallel testing pilot projects and post-installation follow-up. Programming experience is acceptable as qualifying if performed in conjunction with related analysis duties.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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