

ASSISTANT CHIEF INFORMATION OFFICER-GIS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer (CIO), an incumbent of this class is responsible for the overall direction of the County's Geographic Information Systems Unit (GIS), involving significant integration across departmental agencies, programs and functional lines. The incumbent has wide latitude for independent and autonomous action in the management of the County's GIS and recommends programs, policies and procedures to the Chief Information Officer and managerial staff to ensure the efficient and effective operation of the GIS. The incumbent participates in the overall administration of departmental activities and is responsible for attaining and implementing goals and objectives within area of responsibility. The incumbent also represents the Chief Information Officer in meetings with representative of other agencies, and frequently interacts with department heads and other managerial staff in other departments. Supervision is exercised over a number of professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults with department heads or their representatives to develop multiple year work plans for the use of geographic and spatial information technology, and directs the evaluation of required resources, cost estimates and proposals;

Directs the implementation of countywide geographic information systems technology projects;

Participates with the CIO, Deputies, and other Assistant CIO's in the development of multiple year work programs and departmental goals;

Prepares RFP's for vendor software, software tools and components, and manages vendor relationships to ensure the delivery of required products and services in a timely and accurate fashion;

Participates in the development and implementation of countywide information technology policies to ensure effective integration of GIS applications as it relates to the County's Information Technology operation;

Provides technical advice, direction and consultation to Information Technology staff, County departments;

Keeps abreast of new developments in electronic data processing software and hardware to determine their possible use for benefit to County Information Technology operations;

Develops proposals for cost containment initiatives, and the planning and evaluation of pilot projects in area of responsibility;

Develops plans for implementing and monitoring the development of GIS projects instituted in County departments;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Ensures consistency of the County GIS with local government, regional, state and federal GIS programs;

Institutes in-depth analysis of countywide GIS operations and programs, at the request of the Chief Information Officer, and issues reports and makes recommendations;

Develops staff through training, instructional materials, meetings and performance reviews;

Participates in the development of the department's budget, particularly as it affects personnel and the delivery of services;

Manages, coordinates and schedules staff activities to ensure that all tasks are completed in a successful and timely manner, at any point in the life-cycle of an application system, to build effective applications systems in County departments;

Schedules and approves all leaves with the GIS unit in conjunction with project timetables;

Ensures the reliable and efficient operation of GIS applications used by County departments, including reviewing performance statistics.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the goals, objectives, policies and procedures of assigned organizational areas and the department; thorough knowledge of the concepts of GIS and related geospatial technologies; good knowledge of the principles of administrative supervision; good knowledge of administrative control processes associated with budget and purchasing; good knowledge of industry standard GIS software platforms and related database management systems and distributed computing; knowledge of designing and programming in C/C++ and Java; knowledge of formal requirements, analysis and design methodologies; knowledge of the design and programming of effective, maintainable solutions – at the module level – and its architecture; knowledge of relational database design, operation, optimization and tuning; ability to train staff in the use of various application tools; ability to plan, coordinate, supervise and evaluate the work of others including subordinate supervisors and team leaders; ability to communicate effectively, both orally and in writing; ability to identify, evaluate and convey requirements, designs and operations of GIS application software and systems; ability to establish and maintain effective working relationships; ability to manage technical projects and vendor relationships; ability to gather and analyze data and draw conclusions; thoroughness; attention to detail; resourcefulness; initiative; leadership; tact; integrity; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of experience (pre- or post-degree) designing and programming GIS application software in at least two of the following languages: C++, Java, UNIX Shell Script, three years of which must have been at an administrative or managerial level successfully implementing system deployments.

SUBSTITUTION: A Master's Degree* may be substituted for one year of the aforementioned experience, exclusive of the three years of administrative or managerial experience implementing system deployments.

NOTE: Experience solely on a home personal computer may not be used a substitute for the aforementioned experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.