

CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this position functions in a key executive management role, reporting to the County Executive and the Board of Legislators, providing leadership in the strategic planning, development, acquisition, implementation, and operational initiatives in all areas of information and communication technologies in a constantly changing environment. The incumbent sets overall County policy to meet overall organizational goals; serves on the Data Processing Policy Steering Committee, setting priorities for systems development and coordinating departmental user needs in an integrated approach to maximize the efficient, effective and economical application of technological and staffing resources, and contain costs. The Chief Information Officer oversees the purchasing or contracting of all hardware, software and peripheral equipment; and develops, negotiates and monitors all contracts for services. Administrative supervision is exercised over all systems information staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the strategic planning, development and management of new automated information and communication systems and technology, as well as enhancements to existing automated systems in Westchester County;

Serves on the EDP Policy Steering Committee, setting county-wide information systems management policy, and identifying and prioritizing automation needs, both county-wide and by department users to insure conformance with organizational objectives and to comply with reporting and legal requirements;

Reviews and approves the County and departmental information systems portion of the annual budget prior to submission to the Board of Legislators for approval;

Serves as chief technology advisor to the County Executive and members of the Board of Legislators, as well as to Department Heads and managers on information and communication technology;

Examines the cost/benefit of state of the art technology as viable solutions to identified automation needs, and explores the most economical way for acquiring these services, either by purchase, lease, or contracting;

Manages the County's investments in existing information and communication equipment; reviewing efficiency, cost, devaluation, and evaluating vendor performance, making recommendations for change to meet operational needs;

Researches, analyzes and communicates new concepts, ideas and techniques in information systems and data processing;

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

Coordinates the implementation of automated systems including but not limited to the acquisition of hardware and peripheral equipment and the assignment of technical staff to user departments which most effectively utilize available resources;

Directs and coordinates the day-to-day operations of the Department of Information Technology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of state of the art information and communication technology and concepts, including enterprise wide networking, distributed systems, relational database technology, open systems, local/wide area networking, personal computing applications, desktop computing, and telecommunications; thorough knowledge of organizational management, public and business administration, and budgeting; thorough knowledge of the principles and methods of project management and contract management; thorough knowledge of sound financial and business practices as it relates to equipment and service acquisition, budgeting, funding, billing, and cost containment; ability to plan, organize and supervise the work of a diverse and highly technical staff to meet organization-wide and departmental user needs for a wide variety of information and telecommunication needs; strong leadership to be able to work effectively with elected officials, executive, management, administrative and technical staff; ability to present ideas clearly and concisely, both orally and in writing; sound judgment; innovative; flexible; resourceful; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and either (a) ten years of recent, executive level information systems management experience providing a wide variety of technical support to a large organizational structure, and/or consulting at a senior level to a large organizational structure; or (b) satisfactory completion of 30 credits toward a post graduate degree in business or public administration, computer science, information systems or other closely related field may be substituted for each year of the above stated 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 Department of Education as a post-secondary, degree-granting institution.