

LEGISLATIVE ASSISTANT TO THE CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief Information Officer, the incumbent of this position functions as liaison for the CIO with the County Executive and the Board of Legislators, providing information and documentation on all operational initiatives in the areas of information and communication technologies in the Department of Information Systems and in the various user departments. This involves keeping abreast of overall organizational goals as determined in the Data Processing Policy Steering Committee, communicating priorities for systems development and departmental user needs, and keeping abreast of the costs for purchasing or contracting of equipment and services. A key element of this position is the ability to communicate effectively with elected officials and constituencies about technical initiatives in a manner that is understandable so they are able to make policy decisions for the County having long term impact, yet cost effective and flexible in a changing technological environment. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Keeps abreast of strategic plans for the development and management of new automated information and communication systems and technology, as well as enhancements to existing automated systems in Westchester County;

Attends meetings of the EDP Policy Steering Committee, and keeps abreast of IT management policy and organizational objectives, the priority of identified automation needs, both county-wide and by department users, and all reporting and legal requirements affecting information technology;

Keeps abreast of the County and departmental information systems portion of the annual budget and participates in its submission to the Board of Legislators, providing information and documentation to solicit their approval;

Serves as an 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 initiatives;

Makes presentations to the Board of Legislators on the cost/benefit of state-of-the-art technology as viable solutions to identified automation needs, documenting the proposals as the most cost effective or most viable alternative for acquiring these services, either by purchase, lease, or contracting;

Keeps abreast of new concepts, ideas and techniques in information technology;

Keeps the Chief Information Officer and County Executive aware of concerns voiced by members of the Board of Legislators and makes recommendations to address those issues.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of information and communication technology and concepts; skill in communicating the concepts and applications of information and communication technology to managers and elected officials in understandable language to be able to make informed decisions; familiarity with the principles of sound financial and business practices as they relate to contract management, equipment and service acquisition, budgeting, funding, billing, and cost containment; 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 Bachelor's Degree* and either: (a) four years of recent information systems management and/or consulting experience, one year of which must have involved, or been supplemented by, experience in marketing, training, customer services, client presentations or public relations; or (b) four years of governmental experience which included responsibility for legislative or public policy analysis or research, one year of which must have included or been supplemented by interaction with various levels of elected officials.

SUBSTITUTION: Satisfactory completion of 30 credits* toward a post-graduate degree in business or public administration, computer science, information systems or closely related field, may be substituted on a year for year basis for up to two years of the above stated experience. Satisfactory completion of a JD Degree* may be substituted for two years of the above stated experience. There is no substitution for the one year of specialized 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 Stated Education Department as a post-secondary, degree-granting institution.