



## Chief Information Officer

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
007	Exempt	1 – Officials/Administrators	Unrepresented	Contract	Rev 3-10	1192	1 of 2

**DEFINITION:** Under the direction of the General Manager; exercises authority and responsibility for Information Technology, and the Information Services (IS) department; provides strategic direction, policy guidance, and the IT services necessary to meet the District's operational objectives; and maintains responsibility for overseeing and coordinating all IT investments, initiatives, projects and programs.

**REPORTS TO:** The General Manager, or designee.

**REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Develops and communicates a strategic direction, as well as operating and control strategies for IT in order to achieve consensus with District stakeholders and ensure that District management and staff are in agreement on IT strategy.
- Maintains an IT environment that provides the District with the necessary information to make sound business decisions.
- Oversees and monitors the Project management Office (PMO) for the District.
- Reviews and approves technical specifications, procurement and/or development, testing, implementation, and administration of all IT systems; and ensures that all IT projects and programs are budgeted, planned, organized, and staffed to meet District's business objectives.
- Provides leadership and expertise to recruit and retain an IT staff that is effective in implementing the District's IT program, and stays abreast of changing information technologies. Provides programs for ongoing staff development and training.
- Provides the resources to prepare all District staff to develop and maintain IT competency on a continual basis, and ensures that management and staff stay current with trends in IT.
- Serves as chair of the IT Steering Committee; develops and recommends the IT investment plan; establishes District-wide standards and system architectures; and provides the technical vision that supports the strategic planning process.
- Communicates business implications of technical alternatives to the Board of Directors, General Manager, and Executive Staff.
- Develops, implements, and maintains information, application, hardware and network architectures.
- Responsible for negotiating and administering contracts for IT equipment and services.
- Manages vendor and consultant relationships through effective negotiations and communications and by strengthening contract management, quality assurance and technical services.
- Develops and manages the District budget for all Information Technology capital and operating expenses.
- Performs related duties as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Established 3-01.  
Revised 10-06 & 3-10

Approved by Mary King, Interim General Manager

Date



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Contemporary Information Technology including software, hardware, network and communication technologies, and best practices; strategic planning methodology and deployment practices. Management techniques including leadership, communication, organizational development, team building and conflict resolution.

**Ability To:** Bring people together around complex goals, develop consensus among user groups and individuals affected by the introduction of new technologies; track multiple complex projects through the delegation of authority and accountability; communicate technical concepts to business management and staff; recruit, develop and manage a technically proficient IT staff; and establish and maintain effective working relationships with District employees, customers, and representatives of public and private entities using principles of excellent customer service.

**Education:** Equivalent to a Masters degree in Computer Science or related field from an accredited four-year college or university. Additional years of experience may be considered in lieu of the post-baccalaureate portion of the education requirement on a year-for-year basis.

**Desired:** Advanced studies in Information Technologies.

**Experience:** A minimum of five (5) years of executive level management in IT, or ten (10) years of other verifiable high level IT management experience. This experience must have included a diverse combination of skills in technology, business, and interpersonal communications; and demonstrated leadership and organizational capabilities.

**Physical Requirements:** Must maintain the physical ability necessary to perform tasks in an office setting, operating multiple computers, keyboards, and other peripheral equipment.

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