

CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level managerial position. The work involves responsibility for overall operation of an information services department. Work includes planning, directing and coordinating the use of a variety of computer platforms, software applications, wide and local area networks and telecommunications to remote sites. This position may oversee the design, specifications, purchase, lease and operations of all telecommunication systems. Incumbent will perform departmental leadership under supervision of the highest levels of administration of the municipality or school district. The incumbent will influence policy and supervise a department of significant size and scope.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and directs inquiries to determine needs of organization in the information technology area;
 Leads and directs evaluation of various information technology systems;
 Recommends purchase of major systems (hardware and software) to meet the needs of users. (Purchases may involve capital planning recommendations);
 Researches and develops organizational policies and procedures relating to internet use;
 Advises organization on technological developments and formulates appropriate responses;
 Recommends policies and regulations for computer purchases, use and applications;
 Develops and administers departmental budget;
 Plans, directs and oversees training of departmental staff and users in appropriate skills;
 Advises administration and governing boards on changes in technology;
 Evaluates and recommends needs of department for staffing, contractual purchases and oversees departmental managers in carrying out the mission of the organization;
 Investigates problems and solutions to all telecommunication systems including data lines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern information processing systems technology; thorough knowledge of planning and design of computer technology systems to meet organizational and user needs; ability to analyze strategic problems and lead the organization to appropriate solutions; ability to plan and supervise the work of others; ability to establish and maintain working relationships with others; sound judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position including ability to work successfully in an environment of constant change.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Computer Science, Data Processing, or related field and 8 years experience involving programming, systems analysis and design; 3 years of which shall have been in a supervisory/managerial capacity.

NOTE: Additional education beyond the Bachelor's Degree may be substituted on the basis of 30 credit hours being equal to one year of experience up to a maximum of 2 years total.

RETITLED: 3/28/02

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE