

# DIRECTOR, OFFICE of TECHNOLOGY & INNOVATION

Job Code	Pay Grade
15000	SM2a

## Nature of Work

This is a highly responsible, professional leadership role. The incumbent is responsible for managing the design, development, release, and maintenance of applications systems related to and supporting department business functions under the Board of County Commissioners (Board). Work involves consultation with county management personnel to align county initiatives with department initiatives and prepare deliverable and milestone schedules and budgets to execute such initiatives. This requires the incumbent to develop and implement system plans to address business information requirements that are aligned with the Board's strategic plan and adhere to established strategic business and systems objectives. The incumbent collaborates with senior executive and business unit management, business technologists, various information technology (IT) functional areas, and outside consultants to build IT application portfolios that will serve business needs now and in the future. The incumbent performs under the supervision of the County Administrator or his/her designee with considerable independent judgment, discretion and initiative exercised in carrying out policies, programs and operations.

## Minimum Qualification Requirements

- Bachelor's degree in Business (or Management), Computer Science, Engineering, or related discipline plus five years related professional experience, including two years supervising teams in the development of efficient and effective technology solutions to diverse and complex business problems; or
- Master's degree in a field described above plus three years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions, as required by the County Administrator.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

## Illustrative Tasks (not all inclusive)

- Makes highly technical decisions, and plans, assigns, directs and exercises general supervision, through subordinate personnel within managerial, professional, technical, and clerical roles engaged in a variety of business technology and applications development activities.
- Partners closely with the Business Technology Services' (BTS) Chief Information Officer (CIO) and executive team to ensure holistic approach to systems development and support.
- Prepares the department budget and has primary responsibility and accountability for his/her departmental budget and associated revenues and expenditures.
- Implements business system plans, directing development, release, and maintenance of business application and process control systems.
- Collaborates with customers, vendors, consultants, and senior management to define service levels.
- Integrates activities with business units and other IT departments to ensure the successful implementation and support of project efforts.
- Acts as technical consultant to county administration and departments under the Board and recommends technology innovations and new systems in consideration of the impact of business unit applications on the systems management and customer support requirements of the organization.
- Identifies and leads or coordinates new enterprise initiatives.
- Maintains a sufficient and effective workforce with the right blend of technical, business, customer, and interpersonal skills in order to balance multiple project priorities.

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**Illustrative Tasks (continued)**

- Oversees the execution of multiple large projects, including managing resources across multiple projects in order to achieve strategic business objectives.
- Maintains knowledge and awareness of current technological developments in the fields associated with business technology.
- Performs related work as assigned or required.

**Knowledge, Skills and Abilities**

- Knowledge of governmental budgeting, expense control, county fiscal policies and procedures and generally accepted accounting practices.
- Knowledge and experience in developing, operating, and supporting strategic and highly integrated information systems.
- Knowledge of County policies, procedures, and practices associated with public administration.
- Knowledge of sound business principles, techniques and management.
- Skills in project management, organizing, planning, and executing large scale projects from the envisioning stage to implementation, involving internal personnel, contractors and vendors.
- Ability to provide strong teamwork and interpersonal skills; ability to communicate and persuade at all management levels and thrive in a cross-functional environment.
- Ability to lead dynamically and to energize multi-disciplined work teams to learn and apply new skills/techniques to respond to business needs.
- Ability to perform the function of consultant to the county on technical areas such as support software and applications systems.
- Ability to express ideas and findings clearly and concisely in both oral and written form to various groups and the general public.
- Ability to plan, direct, and supervise the work of employees and promote team leadership.
- Ability to establish and maintain effective working relationships.

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12/17	Officials & Managers	Exempt