



Chief Information Officer, BTS

Category: Exempt
Pay Grade: E40
Job Code: 14699

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible technical, administrative, and managerial work directing the overall operation of Pinellas County's Business Technology Services (BTS) Department; performs in an appointed position, reporting to a multi-participant Business Technology Board pursuant to an Interlocal Agreement and as an independent Appointing Authority under the Unified Personnel System; plans and directs the overall operation of a full-service information technology department which provides data communications support for LAN and WAN networks, application development utilizing leading edge development products, departmental and enterprise server software support, desktop product support, and computer operations support; consults with County management personnel to align County initiatives with department initiatives and prepare deliverable and milestone schedules and budgets for these initiatives.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, assigns, directs, and exercises general supervision, through management and supervisory personnel, the work of employees engaged in a variety of business technology, telecommunications, networking, operating system, computer operations, and applications development activities;
- Plans, assigns, directs, and exercises general supervision over the preparation of the departmental budget, control over expenditures, establishes and enforces departmental policies, procedures, and work performance and safety standards;
- Develops short- and long-range plans for extending the business technology systems service to County departments and confers with personnel of other county departments to ensure cooperation and further define the nature and feasibility of the projects;
- Serves as the primary relationship manager for the BTS Department with the BTS board and the BTS Department's customer base;
- Keeps current with changes in technology and with how those changes can be integrated with or replace legacy systems;
- Ensures security standards are met as directed;
- Acts as technical consultant to the County implementing new systems as directed by the Business Technology Board and identifies and leads or coordinates new enterprise initiatives;
- Maintains knowledge and awareness of current technological developments in the fields associated with business technology;
- Provides technically progressive leadership and innovative technology management;
- Consults and maintains strong business relationships with key stakeholders to develop new approaches to enhance or enable business capabilities;
- Interacts with other boards and commissions as deemed necessary;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years of progressively responsible managerial experience in both the technical and administrative aspects of a large, diverse information technology department preferably in a governmental setting combining both supervision and management of both professional and technical staff responsible to implement advanced state-of-the-art complex major agency or business technology support; or an Associate's degree in computer science, business administration, public administration, or related field and eight (8) years of experience as described above; or a Bachelor's degree and six (6) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the technical areas of information technology, such as telecommunications, central processors, peripheral and support hardware and software, distributed networks, etc.;
- Knowledge of the principles and practices associated with public administration;
- Knowledge of County regulations, policies, and procedures related to the personnel system;
- Knowledge of governmental budgeting, expense control, County fiscal policies and procedures, and generally accepted accounting practices;
- Ability to manage a large staff of technical employees;
- Ability to communicate effectively with departmental employees, vendors, other County employees, Constitutional Officers, and others interacting directly with the department or the County, verbally or in writing;
- Ability to perform the function of consultant to the County on technical areas such as telecommunications, micro to mainframe processing, support software, and applications systems;
- Ability to coordinate all the activities associated with the operation and/or support of highly integrated information systems;
- Ability to use small office equipment, computers, and highly technical computer applications.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.