



Director, Office of Technology & Innovation

Category: Exempt
Pay Grade: E35
Job Code: 15000

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, professional work managing the design, development, release, and maintenance of applications systems related to and supporting department business functions under the Board of County Commissioners (Board); consults with County management personnel to align County initiatives with department initiatives and prepare deliverable and milestone schedules and budgets to execute such initiatives; develops and implements 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; 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business (or management), computer science, engineering, or related discipline plus five (5) years related professional experience, including two (2) years supervising teams in the development of efficient and effective technology solutions to diverse and complex business problems; or a Master's degree in a field described above plus three (3) 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, as required by the County Administrator.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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 and 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.

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:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- 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 a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.