



## **CCC Chief Technology Officer**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 18840

*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 and professional position reporting directly to the Chief Information Officer (CIO) and serves on the Executive and Management Leadership Teams leading the enterprise and solution architecture disciplines. An employee in this class must be well-versed in current technological trends and have business acumen. Assignments include the most advanced expert analytical, technical, and administrative work in information technology (IT) serving the Clerk of the Circuit Court (CCC) in support of mission critical operations. This position is responsible for defining an IT strategic response that supports the mission and vision of the organization. Duties include oversight of all IT integration efforts from beginning to end to ensure that functional/operational requirements are met. The CCC Chief Technology Officer is responsible for developing policies that govern computer and network usage, IT systems and data security. Work requires leadership, initiative, ingenuity, sound judgment and innovative thinking. Assignments are performed independently under general direction of the CIO with extensive latitude for individual initiative and judgment and is reviewed by observation of the CIO. The position reports to the CIO or Clerk designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Applies expert-level technical knowledge, quality, dependability, judgment, communications and initiative, with demonstrated expert-level proficiency in order to meet design specifications of computer systems, programs and operating systems;
- Monitors and analyzes market trends and the technology industry to determine their potential impact to the organization's business strategy, direction and architecture;
- Keeps abreast of latest security and privacy legislation, regulations, advisories, alerts and vulnerabilities pertaining to IT systems security;
- Creates a vision and technology roadmap that employs cost-effective technology trends—cloud, open source, etc.;
- Develop and maintain working relationships with both internal and external business partners, keeping the interests of the organization a priority;
- Provides for the security maintenance of network/internet systems and implementation of the related information security policies, standards and procedures to ensure compliance with internal and external requirements;
- Develops technology standards to ensure a common platform for technology initiatives in related functions;
- Acts as a catalyst for organizational change that fosters a quality of service essential to high performance in order to motivate and influence others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity;
- Develops and implements an incident reporting and response system to address security incidents, respond to alleged policy violations and complaints;
- Manages and performs personal daily activities and multiple complex projects under the discipline of defined departmental business planning and processes;

- Prepares project plans, schedules, and outlines requirements, tasks, work assignments, resources, and critical milestones, with a demonstrated ability to prioritize work for both self and others with effective follow-up and assignment completion;
- Performs analysis, evaluation, and selection of vendor supplied work products including hardware and software, determining optimum configurations and interfaces for systems and applications that meets design specifications and customer expectations;
- Acts as a liaison with stakeholders, customers and vendors to coordinate resolution of complex problems;
- Leverages and enforces industry best practices for the protection of Clerk and County assets;
- Communicates effectively, both verbally and in writing to peers, management and customers at various levels of the organization;
- Prepares and delivers presentations regularly to various audiences using clear, concise, and effective communication;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in Computer Science, Engineering, Management Information Systems, or related field plus eight (8) years of professional experience managing complex projects and technical staff. An employee in this class must possess designated certifications or clearly be recognized as an expert in the field of technology with prior leadership responsibility or supervisory training with advanced proficiency in two or more of the following areas: Architecture and Design, Database Administration, Application Design/Development, Production Support, Server Management, Network Management and Security Management; or Master's degree and six (6) years' experience as described above; or an equivalent combination of education, training, and 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.
- Level II background check, and successful completion of Level 4 CJIS certification.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to the position.

### **Knowledge, Skills and Abilities:**

- Knowledge of business ecosystems, Software as a Service (SaaS), Infrastructure as a Service (IaaS), Platform as a Service (PaaS), SOA, APIs, open data, micro services, business intelligence, event-driven IT and predictive analytics;
- Knowledge of information management practices, system development life cycles, IT service management, infrastructure and operations, and Enterprise Architecture (EA) and ITIL frameworks;
- Knowledge of principles and practices of sound organizational management, policy development, Project Management, IT Service Management, and strategic planning for a technical environment;
- Knowledge of the principles, practices and procedures of public and business administration as applies to a large organization;
- Skills in preparing and presenting accurate and clear information in special presentations to committees, boards, individuals and others as necessary;
- Skills in Team Building, Leveraging Diversity, Service Motivation, Vision, Influencing/Negotiating, Interpersonal Skills, Communication Skills, Accountability, Problem Solving, and Technical Credibility;
- Ability to use and apply reference materials to research and solve complex problems;
- Ability to examine and evaluate best practices of other Clerk's offices, agencies or private sector organizations for potential process improvement initiatives;
- Ability to develop and establish appropriate communications and manage a proactive approach to disseminate information to all levels of the organization;
- Ability to direct others to implement new and novel technologies, soft skills, related organization processes and procedures;

- Ability to mentor teammates; lead teams and facilitate groups to achieve success through others;
- Ability to communicate effectively, both verbally and in writing with peers and others;
- Ability to analyze complex issues or problems and identify effective solutions;
- Ability to make effective and timely decisions as well as make appropriate recommendations on technical issues;
- Ability to assist lower level personnel with training of new technologies;
- Ability to establish and maintain effective working relationships with internal and external stakeholders;
- Ability to understand, follow, and to provide specific instructions, priorities, policies, and procedures;
- Ability to identify, troubleshoot, manage, and resolve complex problems.

#### **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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- 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.