



Deputy for Information Systems

Category: Exempt
Pay Grade: 150
Job Code: 21170

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, technical, administrative, and supervisory work directing and coordinating the activities of the Directors of the following divisions: Applications Software and Computer Operating Divisions in the office of the Property Appraiser. An incumbent in this class has managerial responsibilities for design of all information systems and sub-systems in the office as well as the creation, acquisition, operation and modification of all computer related software; research and introduction of new technologies; capital and non-capital budgeting of information systems hardware, and managerial responsibility for the assigned subject matter divisions. The incumbent is responsible for coordination between organizational units within the office and other county or municipal entities. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Directs and plans staffing and training of personnel within the department;
- Supervises a technical staff responsible for performing the technical duties of the department;
- Coordinates the work of the divisions of the department;
- Plans and makes recommendations to the Property Appraiser for System Development, System Improvement Projects, or Operational Improvements Projects;
- Recommends modifications to the Property Appraiser in organization structure, physical office layout, work flow, staffing requirements, pay grade changes, equipment acquisition, software development or acquisition, information systems design, contractual arrangements with other agencies, vendors or consultants, policies, procedures and other matters deemed appropriate to improve the efficiency and effectiveness of the operation of the office to meet stated goals;
- Negotiates and coordinates with vendors, consultants and other departments and/or agencies for joint programs or projects compatible with the goals of the Appraiser's office;
- Confers with other departmental heads involved with major projects to ensure cooperation and further definition of the nature of current and future projects;
- Determines information technology equipment configuration and requirements;
- Prepares progress reports pertaining to project status;
- Represents the Appraiser, as assigned, in all matters relating to information systems;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in information technology, management information, business administration, finance, accounting or a related field with course work and seven (7) years' experience in researching and dispensing

complex public information that includes supervision or supervisory training; 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.
- Familiarity with data processing/computer equipment is essential.
- 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 a position.

Knowledge, Skills and Abilities:

- Knowledge of local government structures, laws, activities and requirements;
- Knowledge of concepts of management, organization structure, staffing, training, scheduling, supervision, information systems theory, property value roll production, computer operations management, data base management, program/project management, group interaction, participation management, computer configuration design, and policy and procedures utilization;
- Ability to apply computer applications and software;
- Ability to interact with people at all organizational levels and in all specialized activity areas;
- Ability to plan, develop and present and gain acceptance of ideas, concepts, plans, designs, schedules and status reports.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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;
- 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; 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;
- 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 during normal and high stress situations;
- 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.