



## **PAO Director Information Systems**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 21266

*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 professional, highly technical, and supervisory work managing a major functional area of the Property Appraiser's IT Department. An employee in this position is responsible for task assignments, tactical oversight, strategic planning, project management, and budgeting. The incumbent is responsible for coordinating and facilitating between organizational units within the Property Appraiser's office and other county or municipal entities. The position is responsible for creating, initiating, performing and managing a variety of professional and technical tasks and personnel in support of operational initiative.

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

- Plans, organizes and directs work of a highly skilled business systems and technical staff, providing technology implementation services, including strategic and tactical business systems planning, project management, architecture and advanced technology, operating systems, middleware, component reuse, design and programming services;
- Performs planning, project management, and problem resolution, in direct support of technology initiatives;
- Conducts oral presentations, leads, participates, and facilitates meetings with senior management, vendors, staff, and stakeholders;
- Operates a personal computer and performs other related clerical and administrative duties;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree in computer science, business administration or a related technical field and eight (8) years of professional experience in managing technical staff. Experience must include one (1) or more of the following: architecture and design, application development, production support, infrastructure support, enterprise server technology, project management, and security management that includes one (1) year of formal supervisory and training experience over many subordinate technical staff; Bachelor's degree and six (6) years' 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

**Knowledge, Skills and Abilities:**

- Knowledge of information technology, analysis and design procedures to correctly develop effective and efficient applications;
- Knowledge of application development, data administration, system architecture, data architecture, database administration, and data modeling;
- Knowledge of business requirements and workflows to tailor applications to the stakeholder's specific needs and satisfaction;
- Knowledge of research techniques, methods and procedures to develop best practices and resolve technical issues;
- Skill to conduct research, perform systems analysis and design in a timely manner, and ability to intake large amounts of data to identify technology that will contribute to maximum efficiency and effectiveness;
- Skill in public speaking and ability to communicate technical information orally and in writing;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.;
- Ability to lead and motivate a highly skilled technical staff; establish and maintain effective working relationships with superiors, fellow employees, citizens and others.

**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.