

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB343 Chief Information Officer
POSITION #/TITLE: 1252 Chief Information Officer	Adopted: 05-07
	Revised: 05-14

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment, Technical Knowledge test
Personal Protective Equipment: None	

General Statement of Duties

Under general administrative direction, directs and coordinating the development, operation, and maintenance of the City's information technology system.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the Information Technology Department.

Examples of Essential Work (Illustrative Only)

Sets short- and long-term strategic objectives for information systems/technology based on input from committees, internal, and external customers to ensure that needs are identified and understood, property prioritized, and appropriately addressed;

Manages the selection, design, implementation, integration and ongoing support for all information systems City-wide including Graphic Information Systems;

Develops internal information technology policies and procedures designed to improve work procedures and service quality;

Directs and supervises a highly technical staff in the planning, development, and coordination of the City's automated data management and telecommunications system;

Coordinates with all City departments and other governmental and public agencies and organizations to establish and maintain data management and telecommunication systems which efficiently and effectively meet information technology needs;

Prepares and recommends the annual operating and capital budgets, as well as the 10 year financial plan for the Information Technology Department; assists City Departments in establishing their budgets as it relates to information technology needs;

Ensures that Information Technology Department staff remains technologically current and receive appropriate ongoing training;

Establishes guidelines and programs for effective information technology management;

Establishes City-wide strategic policy for planning, development, and design of information needs;

Researches management information systems hardware and software including applicable vendor applications, data base management, and operational control packages;
Manages departmental work, project and personnel activities of the Information Technology Department;
Provides oversight of contractors in providing IT systems/services;
Provides guidance and information on new technologies and the opportunity for cost effective applications within City departments;
Provides cost analysis on recommended IT systems /services;
Monitors projects to ensure conformance with specifications, schedules and budgets;
Collaborates and builds partnerships with public and private information technology resources in order to provide the most effective and efficient delivery of information technology services for the City;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of modern hardware and software technology and development;
Comprehensive knowledge of modern communication systems including cellular, digital, video, etc. and the infrastructure required to support such systems;
Comprehensive knowledge of integrated communication and information systems, including MIS, WAN/LAN/WLAN, telecommunications, virtualization, VoIP, document management, SAN/NAS, GIS systems, content management systems, and traditional phone based TDM systems;
Comprehensive knowledge of current technological advances that may impact strategic planning and overall operations;
Comprehensive knowledge of the methods and procedures for designing automated systems;
Comprehensive knowledge of software, hardware and computer operating systems and utilities used as the tools of program development;
Thorough knowledge of the functions and operations of City government;
Thorough knowledge of principals and practices of public administration, budgeting and cost accounting systems;
Ability to manage, evaluate and supervise the work of others;
Ability to recognize City departmental needs regarding information technology;
Ability to understand and present the technical side of the City to strategic partners;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to develop and implement a strategic plan for technology;
Ability to provide cost analysis on recommended IT systems/services;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with Bachelor's Degree in Computer Science, Business Administration or a closely related field; and
Considerable experience in managing a comprehensive information technology department in a complex government or corporate entity; and
Extensive experience working with computer software, hardware and operations systems; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Drivers License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and other computer related equipment;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to work in the general office environment and visit other work sites in the City.