

CHIEF INFORMATION SERVICES DIRECTOR

DEFINITION OF WORK

Under administrative direction, the purpose of the position is to plan, direct, and manage all aspects of the operation of the County's Information Systems; develop and implement strategies to support the County's technology goals, objectives, and long-term plans; work with County Administration, County departments and other entities to plan and oversee technology infrastructure for networks, mainframe, servers, applications, GIS, and telecommunications in a secure cost effective environment. Responsible for the integrity of the electronic records of the County. Position reports to the Deputy County Manager and performs related work as required.

EXAMPLES OF WORK

Directs all phases of information systems development, network infrastructure, telephony, operation and maintenance; champions change and effectively manages implementation of new ideas; establishes long range goals and objectives for the County's Information Services; and effectively communicates relevant IT-related information to superiors. Works with County management, County department heads and other officials to identify and define the County's current and projected Information Service needs by establishing short and long range departmental goals, researching available options and recommending the procurement of appropriate hardware and software and/or directing development of systems programs; and applying knowledge of technological trends, developments, capabilities, compatibility with current systems, user needs for County goals and objectives and available resources. Evaluates systems effectiveness and identifies needed change modifications and/or enhancements; provides complex systems analysis, development and programming; and reviews and approves major contracts for computing and information technical services and equipment. Manages staff directly and through subordinate supervisors; establishes performance expectations; and provides technical direction, training, evaluates performance, handles difficult personnel situations directly, using appropriate discretion, HR advice and respect for the individual. Manages the department budget; ensures the security of the information systems, communication line and equipment; and ensures development and adherence to policies and procedures which govern information systems, inventory, security, and upgrades.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a degree in computer science, information technology, information systems, computer engineering or closely related discipline and eight years of progressively responsible experience managing Information Systems; or an equivalent combination of education and experience. Master's degree preferred.

Knowledge, Skills, and Abilities:

Thorough knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of the position; principles and practices of directing information systems development, design, operation and maintenance including planning, developing and implementing information systems which meet user needs, performing complex systems analysis and programming work, managing department resources and staff,

and evaluating systems and identifying needed changes and enhancements; laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position; organization of the department, and of related departments and agencies. Ability to understand the occupational hazards and safety precautions required to perform the essential functions of the work; and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Requires the ability to perform coordinated movements for the purpose of operating a wide range of office equipment including mainframe and personal computers and related peripheral equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Work requires lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds)