



CHIEF INFORMATION OFFICER ASSISTANT

Characteristics of Duties

Under direction from the County Administrative Officer, this position plans, organizes, and directs the Information Services Department in order to deliver high quality services to the staff and constituents of Inyo County. The CIO is expected to provide vision and strategic direction that ensures the County's ability to successfully integrate people and technology in order to improve business processes, create efficiencies, ensure transparency, and thoughtfully implement systems which support good governance. This is a Department Head classification and part of the executive leadership team with overall responsibility for the County's information systems, equipment, and communications throughout the organization.

Examples of Duties

Plans, organizes, evaluates, budgets, and prioritizes recommendations regarding the acquisition, installation, and maintenance of all County technology and information systems.

Facilitates the planning and execution necessary to implement systems and technologies which support County strategic initiatives.

Prepares the annual Information Services Department budget.

Recruits, retains, develops, and oversees the day-to-day management of staff who support the efforts necessary to achieve County and department objectives.

Oversees security initiatives and implements effective approaches which keep agency assets, data, and staff safe.

Drives customer-facing technology solutions which better connect people to County services.

Ensures compliance with regulatory requirements.

Develops and interprets internal policies, tracks and implements applicable legislation.

Delivers effective presentations to staff, stakeholders, and the Board of Supervisors.

Monitors new technology and evaluates its use in support of the County.

Conducts effective business analysis in order to successfully procure, implement, and utilize technology throughout the organization.

Negotiates and administers contracts for the procurement and support of information technology throughout the County.

Pursues and maintains partnerships with public and private entities which benefit the area through collaborative service delivery efforts and cost sharing.

Act as a liaison between Department Heads, County Administration and the Board of Supervisors in improving digital literacy and transformative approaches to government.

Typical Qualifications

EMPLOYMENT STANDARDS:

Knowledge of:

Principles and methods of information systems, including hardware, operating systems, applications and software, networking, and telecommunications.

Data management, structure, organization, analysis, and presentation.

Administrative principles and practices including goal setting, program and budget development, personnel management, performance management, and project management.

Federal, State, and local regulations affecting information systems and data security.

Goals and objectives of government services.

Ability to:

Plan, organize, and direct the activities of others.

Select, train, motivate, and leverage staff effectively.

Develop and implement objectives, policies, procedures, and work standards.

Analyze complex problems, evaluate alternatives, and make sound recommendations.

Interpret and understand complex data, reports, assessments, legislation, and standards.

Effectively present complex topics to lay audiences in both oral and written form.

Assertively direct and supervise staff; including but not limited to responsiveness to staff needs and personnel issues, and consistent and fair evaluation.

Plan, schedule, and assign workloads to staff; and hold staff accountable for completion.

Develop and maintain strong relationships with staff at all levels in the organization, as well as external partners and stakeholders.

Represent and ensure the County's best interests at various meetings and engagements.

Education & Experience:

Bachelor's degree from an accredited college or university with major coursework in computer science, public or business administration, or closely related field.

Five years of administrative, management or supervisory experience in a full-service information technology environment with responsibility for development, management, and utilization of all types of information technology resources.

Special Requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must be capable of passing a California Department of Justice "Criminal Justice System Employee" background check prior to assuming duties.