

INYO COUNTY  
PERSONNEL SERVICES  
P. O. Box 249  
INDEPENDENCE, CA 93526



(760) 878-0377  
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**DEPUTY DIRECTOR, INFORMATION SERVICES**

**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Information Services  
**LOCATION:** Countywide  
**SALARY:** Range 87 \$6729 \$7054 \$7416 7789 \$8173\*\*  
(The above monthly salary is paid over 26 annual pay periods.)

**\*\*BENEFITS:** CalPERS Retirement System: **Classic Employees** (certain current or recently employed CalPERS members and members of other retirement systems with CalPERS reciprocity, who enrolled in such systems prior to January 1, 2013) 2% at 55 – Inyo County pays the employee contribution rate toward retirement. **PEPRA Employees** (new CalPERS members hired after January 1, 2013) 2% at 62. Employees will be required to pay employee contribution toward retirement (6.5%). Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** Under general direction, assists in the administration of daily operational activities of the Information Services Division. May help plan, organize, implement and oversee the County's technology plan and the improvement of information management; may manage the County's cybersecurity program; may provide direct, technical and functional supervision over clerical and technical staff as assigned and on a project-by-project basis.

**ESSENTIAL JOB DUTIES:**

Promotes effective information management practices and procedures throughout the County; assists management in devising information technology solutions which address County business challenges and provide opportunities and solutions; pursues potential information technology partnerships with the private sector that benefit the Division through sharing of costs and risks.

Provides ongoing guidance and advice to team members, technical and analytical staff, and users; may assign work to staff, reviews team members' work on a regular and as-needed basis; ensures adherence to Information Services standards and County policies; coordinates appropriate training for team members; monitors productivity and quality of work.

Acts as liaison between and primary resource to vendors, technical support consultants and departments in the resolution of complex system and networking problems; initiates, coordinates, and implements appropriate and corrective measures.

As assigned, acts as project manager/team leader in support of large, complex, and multi-functional Information Services initiatives.

Provides the more complex technical assistance to departmental systems' users; coordinates and participates in the development and implementation of software documentation with program modifications; may provide technical orientation to newly hired department employees concerning the use of automated systems. 1/18

Evaluates departmental user groups' needs for new and/or revised data systems and applications; identifies possible improvements in departmental information systems; makes recommendations, with background documentation, and coordinates purchase and/or modifications of hardware, software, and/or vendor services.

Prepares project and/or baseline budget projections; assists in developing and monitoring Information Services budget; gathers data, researches alternative costs and fees, and coordinates information flow for budget tracking process.

Conducts organizational, security, operational and procedural analyses to develop and write procedure manuals and operating policies; writes and/or modifies process documentation.

Attends and conducts a variety of planning and project meetings; develops cost and time estimates; prepares progress/status reports, presentations, and other documentation.

Work cooperatively with members of the Information Systems staff as well as those contacted in the course of work in a spirit of collegiality, perform advanced analysis and design; work with statistical methods and procedures for keeping records; lead others in complex analysis and projects; maintain and operate hardware and software.

Must have ability to stand, walk, kneel, crouch, crawl, stoop, squat, twist, climb, climb and descend stairs, sit for prolonged periods of time, use a telephone, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; normal hearing and vision.

### **EMPLOYMENT STANDARDS**

**Characteristics:** This is a single position class reporting to the Director of Information Services. The Deputy Director of Information Services job class recognizes a responsible level of administration and management within the Information Services Division. Incumbents within this job class assist with the planning, direction, and management of the County's information technology and systems support, activities, and functions. This classification assists with full functional responsibility for a major division which provides diverse, but related, programs in support of Countywide systems of computer hardware, software, networks, and related equipment.

Receives consistent supervision from the Director of Information Services within established laws, regulations, policy and overall guidelines. Exercises direct supervision over assigned professional, technical and clerical personnel.

**Education and Experience:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, information systems, telecommunications management, business administration, public administration or a related field and at least six (6) years of progressively responsible experience in the field of Information Services, including at least four (4) years of supervisory/management responsibility.

Must have knowledge of principles and practices of public administration, management and supervision; goals and objectives of government services; operational and project budgeting; report writing and presentation techniques; development, management and use of information technology resources; cybersecurity principles and practices; standard and usual computer and network hardware; design and operations of a variety of common applications software such as Microsoft word processing, spreadsheet and database products; principles and concepts of information systems analysis and design including structured computer programming and data communications, security techniques, back-up, recovery, and maintenance procedures; procedures and practices for creating and modifying user policy and documentation.

### **Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**Special requirements:** Must possess a valid California driver's license; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check prior to employment.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral interview.

**APPLICATION:** **This recruitment will remain OPEN UNTIL FILLED.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

**REASONABLE ACCOMMODATION FOR PERSONS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). All positions are considered Countywide positions. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.