

## **CHIEF INFORMATION OFFICER - 050**

### **DEFINITION OF WORK**

Under general supervision, leads the City in the use of information technology as a strategic component for improving efficiency and quality of services. Performs complex professional and administrative work in the planning, development, implementation, maintenance and operation of the Information Services Department.

### **EXAMPLES OF WORK**

Advises on all matters pertaining to the use of information technology throughout the City. Assists in establishing priorities for the use of personnel and funding resources for investment in information technology. Serves as the Cable Television Administrator for all matters related to cable television franchise(s). Develops and administers the Information Services Department workplan and budget; coordinates methods for interdepartmental charges and cost recovery; oversees the preparation of proposals and vendor negotiations for equipment and services; reviews all expenditures. Regularly attends seminars to keep abreast of current trends and to maintain technical expertise. Represents the City at professional organizations and community efforts related to the development and use of information services.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree with major work in computer science, business administration, or a related field and extensive professional experience in information services.

**Knowledge, Skills and Abilities:** Thorough knowledge of all phases of systems analysis, programming and computer operations; thorough knowledge of financial, personnel and organizational procedures; ability to work effectively with City officials, department heads and other key personnel; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel.