

## DEPUTY CHIEF INFORMATION OFFICER, BTS

Job Code	Pay Grade
14690	SM1

### Nature of Work

This position is the chief technology management officer for the Department of Business Technology Services (BTS) for the county enterprise providing management and leadership to a staff of approximately 175 people. An employee in this position is expected to define and develop strategic and tactical plans for advanced technology in coordination with the overall plans of the Chief Information Officer, BTS. In addition, this position is expected to identify the primary architecture to be used for county systems; define the nature of object-oriented design and programming activities; provide a focus for reusable business process logic and guide the department's transition from the current multitude of architectures to the new paradigm. An employee in this position is expected to be an affirmative leadership force to the research, development, and deployment of software services within the department and to BTS customers. Another important task is communications with senior customer management, the TSC and BTS Board on plans and software services issues. Work is performed under the general direction of the Chief Information Officer, BTS with considerable latitude for the exercise of individual initiative and judgment.

### Minimum Qualification Requirements

- Associate's degree in computer science, business administration or related field and 8 years of professional experience in managing technical staff. Experience must include systems design and development, including database design, document management, as well as project management experience in development and maintenance environments with both management and supervisory responsibility for a large number of technical staff; or
- Bachelor's degree and 6 years experience as described above; or
- An equivalent combination of training, education and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Provides a "visioning" base for the Business Technology Services definition of the county's technology future.
- Directs the creation, implementation and monitoring of BTS plans.
- Identifies issues and technologies of strategic value to Business Technology and the county.
- Develops a three-year planning cycle for technology identification, adoption and implementation.
- Plans, organizes and directs the work of a staff of highly skilled business systems and technical staff that provides implementation assistance for technology services. Such services include, but are not limited to: strategic and tactical BTS planning, project management, architecture and advanced technology, operating systems, middleware, component reuse, design services, programming services legacy support.
- Coordinates with Business Technology Services staff and county business units to define and develop new methods for providing services.

## DEPUTY CHIEF INFORMATION OFFICER, BTS (continued)

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### Illustrative Tasks (continued)

- Directs the training and mentoring of all department personnel and customers who use these enterprise services as part of their solution set.
- Performs planning, project management and problem resolution in direct support of technology initiatives.
- Prepares budget and human resources requests and reports as directed.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles of organizational management, policy development, project management and strategic planning in a technical environment.
- Knowledge of data administration, data architecture, data modeling and database administration.
- Knowledge of electronic business concepts, authentication processes and electronic response such as dynamic Internet access, electronic signature, public and private key authorization, voice recognition and response.
- Knowledge of document management, including image capture and workflow.
- Knowledge of the dynamics of the technology markets, companies and how to conduct the research that identifies technology that will contribute to the efficiency or effectiveness of county business systems.
- Knowledge of the operating characteristics, capabilities and limitations of large and medium scale computer systems and data communications systems.
- Knowledge of architectures: platform, enabling, middleware, development and deployment.
- Knowledge of systems analysis and design.
- Ability to lead and motivate a highly skilled technical staff.
- Ability to intake large amounts of data and make decisions in a timely manner
- Ability to present oral and written proposals to the senior management (elected and appointed) of the county, including the ability to market the value proposition we are presenting to Business Technology customers.

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Revised	EEOC Code	Overtime Code
6/08	Officials & Managers	Exempt