

CHIEF INFORMATION OFFICER, BTS

Job Code	Pay Grade
14699	E3

Nature of Work

This is highly responsible technical, administrative, and managerial work directing the overall operation of Pinellas County's Business Technology Services (BTS) Department. This is an appointed position, reporting to a multi-participant Business Technology Board pursuant to an Interlocal Agreement. This position is also an independent Appointing Authority under the Unified Personnel System. Work involves responsibility for planning and directing the overall operation of a full service information technology department. The department provides data communications support for LAN and WAN networks, application development utilizing leading edge development products, departmental and enterprise server software support, desktop product support and computer operations support. Work involves consultation with county management personnel to align county initiatives with department initiatives and prepare deliverable and milestone schedules and budgets for these initiatives. An employee in this class must exercise considerable independent judgment, discretion and initiative in planning and directing the work of managerial, professional, technical supervisory and clerical employees and in making highly technical decisions. Duties are carried out under general direction from the Business Technology Board that is comprised of primarily elected officials with multiple technologies.

Minimum Qualification Requirements

- 10 years of progressively responsible managerial experience in both the technical and administrative aspects of a large, diverse information technology department preferably in a governmental setting combining both supervision and management of both professional and technical staff responsible to implement advanced state-of-the-art complex major agency or business technology support; or
- Associate's Degree in Computer Science, Business Administration, Public Administration or related field and 8 years experience as described above; or
- Bachelor's Degree and 6 years experience as described above; or
- An equivalent combination of education, training, 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.)

- Plans, assigns, directs and exercises general supervision, through management and supervisory personnel, the work of employees engaged in a variety of business technology, telecommunications, networking, operating system, computer operations and applications development activities.
- Plans, assigns, directs and exercises general supervision over the preparation of the departmental budget, control over expenditures, establishes and enforces departmental policies, procedures and work performance and safety standards.
- Develops short and long range plans for extending the business technology systems service to county departments; confers with personnel of other county departments to ensure cooperation and further define the nature and feasibility of the projects.
- Serves as the primary relationship manager for the BTS Department with the BTS board and the BTS Department's customer base.

CHIEF INFORMATION OFFICER, BTS (continued)

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Illustrative Tasks (continued)

- Keeps current with changes in technology and with how those changes can be integrated with or replace legacy systems.
- Ensures security standards are met as directed.
- Acts as technical consultant to the county implementing new systems as directed by the Business Technology Board; identifies and leads or coordinates new enterprise initiatives.
- Maintains knowledge and awareness of current technological developments in the fields associated with business technology.
- Provides technically progressive leadership and innovative technology management.
- Interacts with other boards and commissions as deemed necessary.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the technical areas of information technology, such as telecommunications, central processors, peripheral and support hardware and software, distributed networks, etc.
- Knowledge of the principles and practices associated with public administration.
- Knowledge of county regulations, policies and procedures related to the personnel system.
- Knowledge of governmental budgeting, expense control, county fiscal policies and procedures and generally accepted accounting practices.
- Ability to manage a large staff of technical employees.
- Ability to communicate effectively with departmental employees, vendors, other county employees, Constitutional Officers and others interacting directly with the department or the county, verbally or in writing.
- Ability to perform the function of consultant to the county on technical areas such as telecommunications, micro to mainframe processing, support software and applications systems.
- Ability to coordinate all the activities associated with the operation and/or support of highly integrated information systems.

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