

DEPUTY FOR INFORMATION SYSTEMS

Job Code	Pay Grade
21170	150

Nature of Work

This is highly responsible professional, technical, administrative, and supervisory work directing and coordinating the activities of the Directors of the following divisions: Applications Software, Database and Computer Operating Divisions in the office of the Property Appraiser. An incumbent in this class has managerial responsibilities for design of all information systems, sub-systems, and mapping systems in the office as well as the creation, acquisition, operation and modification of all computer related software; research and introduction of new technologies; and managerial responsibility for the assigned subject matter divisions. The incumbent is responsible for coordination between organizational units within the office and other county or municipal entities. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser or designee.

Minimum Qualification Requirements

- Bachelor's degree in information technology, management information, business administration, finance, accounting or a related field with course work and 7 years experience in researching and dispensing complex public information that includes supervision or supervisory training; 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.
- Familiarity with data processing/computer equipment is essential.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Directs and plans staffing and training of personnel within the department.
- Supervises a technical staff responsible for performing the technical duties of the department.
- Coordinates the work of the divisions of the department.
- Plans and makes recommendations to the Property Appraiser for System Development, System Improvement Projects, or Operational Improvements Projects.
- Recommends modifications to the Property Appraiser in organization structure, physical office layout, work flow, staffing requirements, pay grade changes, equipment acquisition, software development or acquisition, information systems design, contractual arrangements with other agencies, vendors or consultants, policies, procedures and other matters deemed appropriate to improve the efficiency and effectiveness of the operation of the office to meet stated goals.
- Negotiates and coordinates with vendors, consultants and other departments and/or agencies for joint programs or projects compatible with the goals of the Appraiser's office.
- Confers with other departmental heads involved with major projects to ensure cooperation and further definition of the nature of current and future projects.
- Determines information technology equipment configuration and requirements.
- Prepares progress reports pertaining to project status.
- Represents the Appraiser, as assigned, in all matters relating to information systems.
- Performs related work as assigned or required.

DEPUTY FOR INFORMATION SYSTEMS (continued)

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Knowledge, Skills, and Abilities

- Knowledge of local government structures, laws, activities and requirements.
- Knowledge of concepts of management, organization structure, staffing, training, scheduling, supervision, information systems theory, property value roll production, computer operations management, data base management, program/project management, group interaction, participation management, computer configuration design, and policy and procedures utilization.
- Ability to apply computer applications and software.
- Ability to interact with people at all organizational levels and in all specialized activity areas.
- Ability to plan, develop and present and gain acceptance of ideas, concepts, plans, designs, schedules and status reports.

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Revised	EEOC Code	Overtime Code
8/10	Officials & Managers	Exempt