

CHIEF TECHNOLOGY OFFICER

JOB DESCRIPTION

Classification Responsibilities: The Chief Technology Officer (CTO) serves as the senior advisor to the Chief Information Officer (CIO) and the Manager of Technology and Innovation on technology investments and initiatives and participates in short- and long-range technology strategies. The employee is responsible for the development and enforcement of Information Technology (IT) standards in line with legal and industry best practices and assesses new and emerging technologies to determine applicability to City business services. Responsibilities include developing, recommending, influencing, and evaluating technology support, infrastructure operation; cultivating knowledge regarding IT best practices and innovative solutions; and maintaining a current working knowledge of IT best practices and innovative solutions within both government and industry. The employee recommends, develops, integrates, administers, and evaluates policies, procedures, and standards needed to provide flexible and cost-effective IT services (specifically related to Web Services, Software Development Life Cycle, Technology Refreshment, Solution Architecture, and Technology Research and Collaboration). In addition, the employee is responsible for managing the Enterprise Architecture Board and serving as Subject Matter Expert to the Chief Information Officer. The CTO is responsible for designing and recommending the appropriate technology solutions to support the policies and directives issued by the CIO in alignment with the strategic business objectives of the organization. The CTO serves as the technology specialist with a strong background and knowledge of significant trends and features which differentiate technology products and services. This position maintains leadership positions and seeks out and develops regional technology, sustainability and innovative partnerships and collaborations with other municipal and governmental agencies to include contracts, service levels, projects and intergovernmental agreements.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the class Assistant CIO by the responsibility for making major and complex decisions associated with the management of a large collection of IT services, in addition to the higher level strategic focus. The CTO will be supervised by the Manager of Technology and Innovation who will evaluate performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration or Business Administration or related field, including or supplemented by courses in information systems. Extensive (7 - 9 years) of progressively responsible technology management experience in information systems, including the design and implementation of systems, as well as authority for program operation and budget administration

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, vendors, management, contractors, and public officials in order to exchange data related to the activities and job responsibilities of the CTO. Prepares written documents, letters, and memos with clearly organized thoughts, using proper sentence construction, punctuation, and grammar.

Manual/Physical: Attends meetings and seminars. Reviews the work products of others to ensure compliance with required policies as defined by the City Council, City Manager, City Attorney, and the Manager of Technology and Innovation. Enters data into a personal computer (PC). Operates standard office equipment such as a PC, telephone, calculator, and printer in order to acquire, process, and disseminate information. Meets scheduling and attendance requirements.

Mental: Plans and participates in short- and long-range technology strategies. Develops and enforces IT standards in line with legal and industry best practices and assesses new and emerging technologies to determine applicability to City business services. Maintains a current working knowledge of IT best practices and innovative solutions within both government and industry. Develops, recommends, influences, and evaluates technology support, infrastructure operation and cultivating knowledge regarding IT best practices and innovative solutions. Develops Citywide standards, policies and procedures, short- and long-term objectives, and Mission Statements. Conducts research and analyzes recommendations, requests for bids and purchases, and statistics in order to develop policies and procedures. Performs mathematical calculations and financial analysis. Comprehends and makes inferences from written materials. Understands schematic drawings and layouts in order to plan for computer network planning. Learns job-related material in a classroom setting and/or through on-the-job training.

Knowledge and Abilities:

Knowledge of:

the activities, objectives and ideals of management information systems programs;
governmental organization and management, including informational needs and operational procedures observed in the maintenance of records and preparation of reports;
basic principles of organization and budget preparation;
the theories, principles, techniques, and applications of Management Information System (MIS) to a city government; and
the technical aspects of automated systems design and computer operations.

Ability to:

plan, organize and direct a progressive public agency with several functional areas;
analyze information, statistics and reports on departmental activities;
establish and maintain effective working relationships with staff, and City officials;
resolve complex problems involving diverse functional areas;
develop plans designed to maintain inter-divisional efficiency and responsiveness;
develop plans designed to maintain and/or enhance efficiency and responsiveness;
make effective oral and written presentations, including the presentation of technical information and ideas in nontechnical terms;
review proposals related to current systems, and recommend the conversion of manual or semiautomatic procedures to automated systems and develop plans for such conversion;
evaluate and determine appropriateness of new hardware, software within the field of MIS.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCRMENTS 39-200

PAY GRADE: 63

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