CHIEF INFORMATION OFFICER

JOB DESCRIPTION

Classification Responsibilities: The Chief Information Officer directs, coordinates, and exercises functional authority for planning, organizing, controlling, integrating, designing, implementing, and enhancing information systems and services of the City's Information Technology (IT) Department and serves as the primary City authority on Management Information Systems (MIS). Responsibilities include reviewing the general operation of the division to determine efficiency, providing direction on major projects or problem areas, and developing and implementing policies and procedures applicable to the administrative functions, as well as providing overall policy guidance. In addition, the employee is responsible for overseeing the development, preparation, and implementation of the department budget. The Chief Information Officer works closely with division supervisors in providing guidance and support to the user departments, and with the administrative staff to provide support to division staff in a manner consistent with City and departmental policies and procedures. The employee also works with vendor organizations in the acquisition of computer hardware and software. Other duties include advising City management of divisional progress, coordinating activities with City departments to ensure effective working relationships, and making presentations relating to the plans, programs, and goals of the Information Technology Division. This class performs other related duties and functions as delegated, assigned or required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Chief Information Officer is supervised by the Manager of Technology and Innovation who evaluates performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree with a major in Public or Business Administration, or a related field, including or supplemented by courses in information systems. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

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 Chief Information Officer. Prepares written documents, letters, and memos with clearly organized thoughts, using proper sentence construction, punctuation, and grammar.

Manual/Physical: 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. Operates standard office equipment to perform functions of position. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of the Information Technology Department. Supervises and evaluates the work of subordinate administrative staff. Prioritizes and assigns work to administrative personnel. Resolves procedural, operational, and administrative problems by communicating with Information Technology Division management, City management, and other department personnel. Coordinates program functions with other City departments, other cities, and other agencies. Develops divisional 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. Oversees the preparation of the Information Technology Department budget. Comprehends and makes inferences from written materials. Understands schematic drawings and layouts in order to plan for computer network planning.

Knowledge and Abilities:

Knowledge of:

the theories, principles and practices of effective public administration, with special reference to departmental personnel and budget administration;
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 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 divisional 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; and
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.

Revised to Update Minimum Qualifications 12/14
PK/pa/hn
CS6304.DOCX PAY GRADE: E10
EEO-O/A SECURITY-No
NDOT SAFETY-No CDL-No
NDOT RANDOM-No IND-9410
DOT SAFETY-No RESP-No
PAY PLAN E01-E14 SWORN-No