



SPOTSYLVANIA COUNTY
 Department of Human Resources
 9104 Courthouse Road, P.O. Box 605
 Spotsylvania, VA 22553

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
 CHIEF INFORMATION OFFICER**

An Equal Opportunity Employer

SALARY

\$103,719.20 - \$165,950.72 Annually

ISSUE DATE: 09/01/21

FINAL FILING DATE: 09/30/21

THE POSITION

Under limited direct supervision, provides vision and leadership for developing and implementing Information Technology initiatives. The Chief Information Officer directs the planning and implementation of enterprise Information Technology systems in support of business operations to improve cost effectiveness, service quality, and business development. This individual is responsible for all aspects of the organization's information technology and systems, in both a centralized and decentralized environment. Forms strategic partnerships with department heads, constitutional officers, and County Administration in delivering information systems that will improve services for County residents. Through direction and oversight of a team of Information Technology professionals, the Chief Information Officer is responsible for ensuring around-the-clock integrity and security of the organization's technology systems. Employee must exercise considerable initiative and independent judgment in all facets of work and remain tactful and courteous with all contacts. Reports to the Assistant County Administrator for Finance & Services.

This position is essential. Personnel occupying this position may be required to work regardless of weather conditions and/or when general County offices are closed.

This position is open until filled with the review of initial applications beginning 09/30/21.

SPECIAL DUTIES & RESPONSIBILITIES

- Leads Information Technology strategic and operational planning to achieve business goals by fostering innovation, prioritizing Information Technology initiatives, and coordinating the evaluation, deployment, and management of current and future Information Technology systems across the organization.
- Develops and maintains an appropriate Information Technology organizational structure that supports the needs of the County's business functions, to include an appropriate infrastructure, backbone, security posture and delivery of technology services.
- Defines, manages and communicates technology governance goals, objectives, plans, policies, and standards for the organization for acquiring, implementing, and operating sustainable and cost-effective Information Technology systems.
- Coordinates with department heads, elected officials, constitutional officers, and County Administration to deliver and improve information systems.
- Serves as the County's Security Officer for all technology solutions, and develops and oversees cybersecurity governance for the organization.
- Plans for annual and capital project budget funding to meet organizational goals and objectives, including staffing, sourcing, and procurement of appropriate external resources.

- Directs development and execution of an enterprise-wide technology disaster recovery and business continuity plan.
- Ensures Information Technology systems and operations adhere to applicable policies, protocols, laws and regulations.
- Promotes and oversees strategic relationships between internal Information Technology resources and external entities, including federal and state government agencies, vendors, and partner organizations.
- Establishes standards for technology deployed in the organization to allow for the sustainability of County operations.
- Oversees and manages Information Services staffing, including recruitment, supervision, scheduling, development, evaluation and disciplinary actions.
- Oversees broadband initiatives for County residents, and serves as staff representative for the Cable, Telecommunications and Broadband Committee.
- Keeps current with trends and issues in the Information Technology industry, including current technologies and prices. Advise, counsel, and educate executives and management on their competitive or financial impact.
- Performs other related duties as required.

MINIMUM TRAINING & EXPERIENCE

Bachelor's Degree in Computer Science, Management Information Systems, or a related field and 10 to 15 years of experience in managing and/or directing an Information Technology operation; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. A Master's Degree in one of these fields is preferred.

Project Management Professional (PMP) and ITIL advanced certifications are desired.

The following are also required:

- Extensive experience in strategic planning and execution.
- Considerable knowledge of business theory, business processes, management, budgeting, and business office operations.
- Substantial knowledge of a wide variety of hardware platforms, enterprise software applications, networks, and outsourced systems, as well as knowledge of infrastructure and backbone technologies best to serve the organization.
- Good understanding of computer systems characteristics, features, and integration capabilities.
- Experience with systems design and development from business requirements analysis through to day-to-day management.
- Proven experience in Information Technology planning, organization, and development.
- Excellent understanding of project management principles.
- Demonstrated ability to analyze and interpret County organizational technology needs.
- Strong ability to provide process analysis and process improvements.
- Demonstrated ability to apply Information Technology in solving business problems.
- In-depth knowledge of applicable laws and regulations as they relate to Information Technology.
- Strong understanding of human resource management principles, practices, and procedures.
- Proven leadership ability.
- Ability to set and manage priorities judiciously.

SPECIAL REQUIREMENTS

- Knowledge of the operating characteristics, capabilities, limitations, and service requirements of the computer and its auxiliary equipment employed in the current

- operations environment.
- Knowledge of the operation of computers, networks, and peripheral equipment.
 - Knowledge of the various types of input and output media.
 - Knowledge of computer programming techniques, analysis, and design techniques as they relate to computer operations.
 - Knowledge of the current literature, trends, and developments in the field of computers.
 - Knowledge of the principles of supervision, organization, and administration.
 - Ability to plan, direct, and coordinate the work of subordinates.
 - Ability to detect and correct system failures and report programming failures.
 - Ability to revise production and testing schedules for the achievement of maximum computer time utilization.
 - Ability to exercise independent judgment in directing the work of subordinates and in making technical decisions.
 - Ability to follow complex oral and written instructions.
 - Ability to explain computer program functions and operating procedures.
 - Ability to establish and maintain effective working relationships as necessitated by work assignments.
 - Ability to speak, write, and to convey or exchange information. Ability to understand state and County codes, policies, manuals, periodicals, correspondence, budgets, etc.
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 - Ability to prepare memoranda, correspondence, reports, forms, specifications, policies, etc., using proper format.
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatical form; and to deal with several abstract and concrete variables.
 - Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; and apply the theories of algebra, geometry, trigonometry, logic, regression analysis, etc.
 - Ability to be adaptable and perform under stress.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.spotsylvania.va.us>

OR

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EXAM #01625
CHIEF INFORMATION OFFICER
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