



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Chief Information Officer (CIO)
Jurisdictional Class: Non-Competitive
Civil Division: Information Technology
Adoption: CSM 10/24/14
Revised: CSM 3/11/15, 8/10/16

DISTINGUISHING FEATURES OF THE CLASS:

The Chief Information Officer (CIO) is responsible for the Information Technology Services for the County; performs duties as required. The CIO is responsible for providing County Leadership with counsel and guidance regarding varied technological systems and solutions in support of the County mission. The CIO implements initiatives as directed through the application of hardware, software and human resources as dictated by objectives. The CIO communicates recommendations, status updates and proposals through regular formal and informal vehicles. The CIO exercises departmental leadership with the highest of professional and technical expertise. Reporting to the County Administrator, the incumbent performs related assignments as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provide county wide Information Technology systems architecture design and strategic vision to achieve County goals;
Plan and prioritize Technology initiatives and coordinate the evaluation, deployment, and management of current and future technologies;
Collaborate with the appropriate departments to develop and maintain a technology plan that supports organizational needs;
Information Technology Operations and Security policy and procedure development, implementation, administration and compliance;
Manage and prioritize day to day Information Technology departmental operations;
Communicate County' technology vision via regular written and in-person communications with the County Administrator, Elected officials, department heads, and end users;
Adopt and maintain technical standards for the purchase, implementation and operation of technology solutions including hardware, software, data security, networks, phones and other technologies as required;
Assess and communicate risks associated with technology-related investments and purchases;
Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations;
Ensure continuous delivery of technical services through oversight and monitoring and review of systems, programs, and equipment performance;
Provide work assignments to department staff;
Manage projects including staff scheduling, vendor scheduling and inter-departmental communications;
Budget forecasting, planning and management to ensure successful ongoing Information Technology service delivery throughout the County;
Complete duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Must provide “C” level vision, leadership, strategic planning and execution;
Demonstrated ability to apply technology solutions to business problems;
Extensive knowledge of current technology including, but not limited to hardware platforms, operating environments, enterprise software applications, on premise and off premise systems and data management, security and protection;
Exceptionally self-motivated and directed;
Ability to set and manage a list of ever changing priorities and expectations;
Ability to articulate to both technical and non-technical audiences;
Proficient at project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment.

MINIMUM QUALIFICATIONS:

- (A) Bachelor’s degree in Computer Science, Mathematics, Business Administration or a related field, and six years of related experience, three of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or;
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree in Computer Science or a related field and eight years of related experience, five of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or;
- (C) Graduation from high school or possession of an equivalency diploma and ten years of experience in Information Technology, seven of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or
- (D) An equivalent combination of the training and experience as stated in A-C above.

