

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Assistant County Manager/Chief Information Officer
Department: Information Technology
Revised: March 2020

Class : Official/Administrator
FLSA: Exempt

This job description supersedes any prior description for the Assistant County Manager/Chief Information Officer classification.

GENERAL DESCRIPTION

Complex administrative work in assisting the County Manager with all aspects of planning and administration of County government. Manages special projects as assigned by the County Manager. Initiative and a considerable degree of judgment are required. Directs the operations, programs, and services of assigned administrative departments including Information Technology Services and others departments as assigned, Work is performed under the general supervision of the County Manager.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates and oversees the information technology operations of the County; maintains technological control over all departments.

Plans, programs, directs, and monitors departmental operations and personnel; selects computer hardware, equipment, and software; trains employees as necessary.

Develops and maintains an enterprise systems architecture, defining standards and protocols for data exchange, communication, software, and interconnection of information systems.

Hires departmental staff; evaluates job performance and completes performance appraisals on staff supervised; and discharges employees as necessary.

Allocates work requests to IT Business Analysts; studies feasibility of each request; consults with Programmers; and monitors progress.

Coordinates computer applications with departments served; meets with department directors and key personnel as necessary to assure effective service delivery.

Inquires about specific phases of a departmental operation including forms, functions, work coordination, methods and procedures of various operating divisions.

Performs systems analysis and programming including the design, programming, debugging, testing, implementing, and documenting of new batch and on-line systems.

Prepares the annual budget request for the Information Technology Department; controls approved budgetary expenditures.

Provides advice on evaluation, selection, implementation, and maintenance of information systems and approves and controls all projects related to selection, acquisition, development, and installation of major information systems.

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Negotiates IT acquisition contracts, soliciting staff and department director involvement as appropriate.

Develops and maintains IT policies, procedures, and standards relating to acquisition, implementation, and operation of information technology and communication systems and to ensure the protection of enterprise IT assets and the integrity, security, and privacy of information entrusted to or maintained by the County.

Directs installation of access lines and computer terminals.

Assists in the evaluation of County programs and departmental operations.

Performs research, provides information and analyses for decision-making and prepares reports and documents for the County Manager and Board of Commissioners.

Conducts special projects, seeks methods for improving systems, and works with the Board members and public officials from various jurisdictions and levels of government as needed.

Acts on the behalf of the County Manager in his absence.

OTHER JOB FUNCTIONS

Attends meetings and conferences.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of public administration including theories, functions, and methods and of planning and managing multiple departments, programs, and services.

Ability to research, analyze, and make recommendations on various topics.

Thorough knowledge of the principles, practices, hardware, software, and equipment related to local government computer information systems.

Thorough knowledge of resources available for effective operation of a local government computer information system operation.

Thorough knowledge of new and upcoming technologies and modern techniques in system analysis and design.

Ability to research, analyze, and make recommendations on various topics.

Ability to plan, program, direct, and control the work and employees involved in departmental operations.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with officials, department directors, key employees in other departments, and subordinates.

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PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Requires a Master's Degree from an accredited college or university in Computer Science, Public Administration, Business Administration or related field and considerable experience in local government administration or a related field; or an equivalent combination of education and experience. Supervisory experience and extensive experience in governmental administration are preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**