



Chief Information Officer

Job Specification
Classification: Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the collection, dissemination, use and retention of all data in the City generated by internal and external customers. The CIO will oversee information technology, the City website, geographic information systems applications, telecommunications, and records management, and will establish standards for the quality, utility, and integrity of information. The CIO will annually develop and implement a fiscal year operational plan and a five (5) year capital plan. The incumbent reports directly to the City Manager.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develops, oversees, and evaluates City information policies and procedures;
- Ensures that the information security policies, procedures and practices are adequate;
- Manages and coordinates the design, acquisition, maintenance, use, and disposition of information and information technology;
- Analyzes and revises existing business processes, as necessary;
- Ensures and maximizes the quality, objectivity, utility and integrity of information disseminated by the department;
- Provides guidelines for the performance measurements for information technology used by the department;
- Develops internal information policies and procedures and periodically reviews for conformity with City policies;
- Develops City policies and procedures that provide for timely acquisition of required information technology;
- Ensures the confidentiality of sensitive information processed by, stored in, and moved through information systems and applications belonging to the City of Watertown;
- Establishes processes for development of requirements for computer and communications systems including stakeholder participation, requirements documentation, budget development and approval, oversight of procurement processes, assurance of sound implementation plans;
- Establishes production procedures, priorities, and controls to ensure adequate volume, accuracy and availability of network to support operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the operation, care, and adjustment of computers and related peripheral equipment;
- Thorough knowledge of the operation, care, and adjustment of communications systems and related peripheral equipment;
- Thorough knowledge of the principles of computer programming and systems analysis;
- Thorough knowledge of application of major types of data processing equipment to administrative, accounting and statistical problems;
- Good knowledge of governmental budgetary procedures;
- Ability to simultaneously monitor and control several projects, problems and issues;
- Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation;
- Ability to plan and supervise the work of staff;

- Ability to communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Information Technology or closely related field and 4 years experience in information technology operations management or systems analysis, 2 of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Information Technology or closely related field and 5 years experience in information technology operations management or systems analysis, 2 of which must have been in a supervisory capacity.

Licensing requirements: Valid NYS driver's license appropriate to the vehicles to be operated or otherwise demonstrate the ability to meet the transportation needs of the job.

SPECIAL NECESSARY REQUIREMENT: None required.

Classification history:

Revised: 3/20/2012*

Revised: 12/17/2013

Adopted: 10/21/2014

*Title changed from Information Technology Manager