

## CHIEF INFORMATION OFFICER

### NATURE OF WORK

This is highly responsible administrative and professional work directing and coordinating the activities and operations of the Information Services Division for the City of Lincoln and Lancaster County.

Work involves responsibility for the development and coordination of divisional programs, policies and procedures and includes the supervision of subordinate personnel involved in a variety of information services activities. Work also includes participating in the preparation and administration of the divisional budget; performing the full range of administrative responsibilities for the division; and working with department heads as an advisor related to technologies that improve their efficiency and effectiveness. Supervision is exercised over a staff of professional, technical and clerical personnel. Work is reviewed in the form of reports and effectiveness of services provided. This position reports to the Finance Director.

### EXAMPLES OF WORK PERFORMED

Establishes, directs and administers systems used by the Information Services Division; directs and supervises work of subordinate personnel relating to the planning, development and coordination of the City's data management and technology systems.

Collaborates with the Executive Team to establish the City's technical vision and leads all aspects of the City's technological development.

Works with department heads as an advisor related to technologies that improve their efficiency and effectiveness.

Plans, organizes, directs, and controls the overall activities of technology city-wide, including the functions of systems development, support, wide area network, telephones, records and use of the Internet; stays up to date on the changing trends in IT, including cyber security; makes recommendations as to the applicability for City and County systems.

Conducts research and case studies on leading edge technologies and makes determinations on the probability of implementation for both inward and outward facing initiatives.

Prepares budget recommendations for division and oversees the administration of division budget.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of management systems and techniques.

Considerable knowledge of the overall operation of municipal government.

Considerable knowledge of the principles, methods and practices of municipal finance and budget.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the standard methods and practices involved in operating a variety of data management and technology systems.

Ability to plan, assign and coordinate the work of professional, technical and clerical personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, customers and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration or related field with knowledge of the principles of data management and technology systems plus six years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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