

WINNEBAGO COUNTY JOB DESCRIPTION

NON-BARGAINING
UNIT

DATE LAST PRINTED:
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JOB TITLE: CHIEF INFORMATION OFFICER

E26N

Summary of Responsibilities

Under the direction of the County Board Chairman, is to provide computer, data processing and record retention service primarily to offices and departments of County government and, secondarily, upon specific authorization of the County Board, to units of local government within or outside the County, and to other area businesses.

Illustrative Examples of Work

1. Serve as a member of the County Board Chairman's leadership team and advise on a wide range of issues, including but not limited to, strategy, policy, planning and communications.
2. Be subject to the direction and control of the County Board Chairman and supervise the administration of the Information Technology Department.
3. Supervise and evaluate the performance of the employees of the Information Technology Department.
4. Recommend overall strategy with regard to the planning, use and coordination of information processing technology and services, including evaluation of current and proposed systems.
5. Negotiate, subject to County Board approval, administrative contracts for hardware and software acquisition, implementation and maintenance.
6. Handle PC support and applications development.
7. Prepare periodic and routine reports on operating performance, equipment and application utilization, level of efficiency and standards of service.
8. Supervise technical support staff in maintaining efficient operation of the County's information systems.
9. Establish standard operating procedures, work rules and administrative policies for the Information Technology Department.
10. Perform such other information technology related duties as assigned by the County Board Chairman.

Education and Experience

- Requires the minimum of completion of a Bachelor's degree in computer science or related field and/or comparable experience and a minimum of ten (10) years of progressive information technology management experience, ideally with a portion of the experience in the public sector. A Master's degree in computer science or related field is preferable.

Abilities

- Maintain confidentiality
- Manage numerous multiple priorities, and ensure all deadlines are met
- Superior written and oral communication and interpersonal skills to interact with coworkers, supervisors and the general public to sufficiently exchange or convey information and to receive work direction
- Work effectively under stress

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.