

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Chief Information Technology Officer

TITLE #: 1146

DISTINGUISHING FEATURES OF THE CLASS: This position is the head of a municipal Information Technology Department with responsibility for planning, budgeting and directing the implementation of long-term goals, policies and procedures of the municipal government in the field of Information Technology. The incumbent has full and direct access to all sensitive and confidential information stored in various computer system records and databases, telecommunications equipment and recording devices and data radio equipment. The incumbent is responsible for ensuring and maintaining the security and confidentiality of data files and computer system workstations and server. Work is performed under the general direction of the Chief Elected Official with wide latitude for independent judgement in the performance of duties and responsibilities. Supervision is exercised over assigned personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements and ensures compliance with information technology policies, procedures, guidelines;

Establishes long-term goals for computerization and compliance with government initiatives;

Maintains communication and a working relationship with municipal officials and department heads to analyze needs, establish priorities for feasibility studies, system designs and develop, implement or modify information processing systems;

Analyzes, reviews, develops and implements plans and procedures to streamline and make more efficient governmental process and functions;

Designs and implements Information Technology solutions to provide accurate, sufficient and timely information for decision making by elected officials;

Controls the master passwords and controls and authorizes security settings to all computer workstations and servers;

Determines long-term system needs, conducts research and authorizes the purchases of information technology software and hardware required to accomplish objectives;

Conducts research and prepares confidential reports;

Supervises employees and manages department;

Coordinates, consults and oversees work performed by information technology vendors (i.e. software, hardware, telecommunication and radio) and other entities contracting with the municipality for information technology related services;

Oversees, authorizes and ensures maintenance and repair of information technology equipment (i.e. computers, servers, hardware, peripheral devices, telephone PBX equipment, radio equipment);

-continued-

Prepares Information Technology budget for submission and approval by Town Board and ensures adherence to budgetary limits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Information Technology field including software operating systems, hardware and servers; thorough knowledge of municipal government departments; thorough knowledge of federal, state and county information technology initiatives; thorough knowledge of effective organization and management principles and policies; working knowledge of radio duplexing, repeaters, UHF EDACS and VHF systems; working knowledge of telecommunications PBX systems; good analytical and problem solving skills; ability to establish and maintain effective information system policies; ability to present ideas clearly and effectively both orally and in writing; ability to plan and supervise the work of others; ability to analyze data and to formulate recommendations; ability to establish and maintain working relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State board of regents to grant degrees with a Bachelor's Degree and one (1) year of experience in conducting feasibility studies and designing, installing and evaluating data processing systems for government or private industry application; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State board of regents to grant degrees an Associate's Degree and three (3) years of experience as defined in (A) above; OR
- (C) Graduation from High School or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above.

NOTE: Must possess and maintain a valid driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE TOWN OF NEW WINDSOR: At time of appointment, candidates for positions in the Town of New Windsor will be required to undergo a State and national criminal history background investigation which will include a fingerprint check. Failure to meet the standards for the background investigation may result in disqualification.

ADOPTED: 10/03/00 kmg
REVISED: 01/19/01 kmg
REVISED: 01/10/04 ag
REVISED: 12/09/05 dmc
REVISED: 02-07-06 dmc