



INFORMATION SERVICES DIRECTOR

DEFINITION: Under general direction, administers the daily operational activities of the Information Services Division. In addition plans, organizes, and oversees the County's technology plan and the improvement of information management; provides the vision and direction needed to make Countywide data sharing operational; serves as the advisor to the County Administrator on electronic data processing systems, processes, and procedures; serves as a member of the County's executive management team.

ESSENTIAL JOB DUTIES: Plans, organizes, evaluates, and prioritizes recommendations regarding the acquisition, installation, and maintenance of all County automated information systems; recommends long range data processing and management information systems plans and policies; interprets policies, purposes and goals relating to data processing needs within the County; makes presentations to the Board of Supervisors; Monitors new technology and evaluates its use in support of the County data processing needs; facilitates the long range planning necessary to maximize the use of existing County's data processing resources; Prepares the annual Information Services budget; negotiates and administers the County's contracts for the procurement and support of information technology throughout the County including hardware, network connections, services and supplies; Ensures the alignment of the County's information management strategies with its business strategies; manages the development and maintenance of the County's existing and future information management capabilities and resources; Promotes effective information management practices and procedures throughout the County; assists management in devising information technology solutions which address County business challenges and provide opportunities and solutions; pursues potential information technology partnerships with the private sector that benefit the Division through sharing of costs and risks; Act as a liaison between Department Heads, County Administrator and the Board of Supervisors in matters regarding automation; interacts with the County Department Heads and key management team members to ensure appropriate participation by all parties in the selection and implementation of County Information Technology systems; Supervises and manages the personnel in the Information Services Division.

EMPLOYMENT STANDARDS:

Education: Bachelor's degree from an accredited college or university with major coursework in computer science, public or business administration, or closely related field.

Experience: Three years of administrative, management or supervisory experience in a full service information technology environment with responsibility for development, management, and utilization of all types of information technology resources.

Knowledge of: Principles and practices of public administration, management, and supervision. Goals and objectives of government services; development, management and use of information technology resources; organizational development; report writing and presentation techniques.

Ability to: Plan, organize, and direct the activities of others; develop and coordinates strategies for management and use of information technology resources; communicate effectively both orally and in writing; establish and maintain effective working relationships with others.

Special Requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must be capable of passing a California Department of Justice "Criminal Justice System Employee" background check prior to assuming duties.