CLASS TITLE: CHIEF INFORMATION OFFICER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the direction, operation, and administration of various activities within the IT (Information Technology) Department and performs other related required duties.

ESSENTIAL TASKS:
- Directs, plans, coordinates, and develops policies and procedures related to the activities of the IT Department including standards, short-term and long term planning, project management, IT best practices, and business continuity
- Directs and supervises all IT staff and related IT activities for the City
- Presents technology information to Mayor, City management, City Council, and Authority Boards
- Supervises the preparation and administration of the annual capital and operating expense budgets for the IT Department
- Reviews, supports, and maintains IT related contracts
- Recommends additions to and revisions in ordinances and regulations related to governing IT for the City
- Prepares comprehensive IT budgetary and financial reports
- Responsible for all enterprise-wide IT activities, including infrastructure and architecture, applications development, reengineering business processes, networks, outsourcing, and computer and auxiliary operations and support
- Sits on the Information Technology Security Board and assists City of Tulsa Security in its efforts to provide for the security of the City's Information Technology
- Tracks a broad range of emerging technologies to determine their maturity and applicability to the enterprise
- Evaluates the relative impact of emerging technology to strategic business needs and interprets their meaning to the senior organizational leadership team
- Participates in overall business technology planning, bringing a current knowledge and future vision of technology and systems as related to the citizens and the City
- Understands the organization's core IT competencies and external customers to ensure continuous customer satisfaction
- Determines short-term and long-term enterprise wide information needs and develops overall strategy for systems development and hardware acquisition and integration
- Serves as a member of the executive leadership team for the City and influences strategic business decisions regarding the use of technology
- Evaluates and implements technology systems to improve communications between the citizens and the City
- Investigates and resolves complaints from the public
- Serves as a member of various committees
- Makes recommendations on IT matters
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, Business Administration or related field including or supplemented by advanced coursework in computer sciences with 11 or more years of IT and business/industry work experience and 5 to 7 years of leadership experience in management and key stakeholders; or an equivalent combination of training and experience per Personnel Policies and Procedures outlined in Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern principles and best practices in IT with particular reference to policies and procedures, standards, project management, short-term and long-term planning, IT security, business continuity; and IT budgeting; considerable knowledge of modern IT practices and procedures; considerable knowledge of the functions, organization, staffing, and operating procedures of municipal government a plus; and considerable knowledge of the Charter provisions, ordinances, and state laws governing the IT administration of the City government a plus. Ability to develop and maintain approved systems; ability to plan, layout, assign, supervise, and review work of professional, technical, and clerical subordinates; ability to develop and present clearly, verbally and in writing reports, financial statements, and budgeting recommendations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds, with occasional lifting and carrying up to 10 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1138
EEO Code: E-01
Pay Grade: IS-65

Group: Information Technology
Series: Information Technology Management

Effective date: September 10, 2014