

**COUNTY OF SOLANO**  
**CHIEF INFORMATION OFFICER**

**Est 12/96**  
**CSC Exempt**

**DEFINITION**

Under administrative direction, plans, organizes and oversees the County's technology plan, the improvement of information management and provides the vision and direction needed to make County-wide 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.

**CLASS CHARACTERISTICS**

This single position class is characterized by the responsibility to oversee the County's technology plan, to improve information management and to provide the vision and direction needed to make data sharing between County agencies operational and to act as a liaison between the County Administrator's Office and the County's data processing contractor. The incumbent is responsible for providing professional expertise and advice, in the development and implementation of electronic data processing systems within the County, to the County Administrator, the Board of Supervisors and other senior County management staff. An incumbent in this class holds department head status and acts as staff to the County Administrator.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. 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 and other County Management.
2. Provides expertise and advice to the County Administrator and the Central Data Processing Steering Committee on the development and implementation of new data and telecommunication systems; reviews project feasibility studies; provides the County Administrator with periodic progress reports regarding project development and deviation from production goals.
3. Monitors new technologies and evaluates their 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.

**EXAMPLES OF DUTIES** (Continued)

4. Prepares the annual Central Data Processing (CDP) budget; negotiates and administers the County's MIS contract with the County CDP contractor as well as other contracts for the procurement and support of information technology throughout the County which includes hardware, software, network connections, services and supplies.
5. 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.
6. 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 Department through the sharing of costs and risks.
7. Acts as a liaison between the 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 that there is appropriate participation by all parties in the selection and implementation of County Information Technology systems.

**QUALIFICATION GUIDELINES****Education and/or Experience**

Extensive experience in management information systems including considerable management and administrative responsibility supplemented by training, education and/or additional experience in a government jurisdiction or equivalent expertise in a private corporation of the size and complexity equal to or greater than that of Solano County and which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Five years of progressively responsible professional management information systems experience which included management of medium to large management information systems, familiarity with current and future applications of information technology, and trends in the field of information technology and equivalent to a Bachelor of Arts or Science degree in Management Information Science, Business or Public Administration or closely related field.

**Knowledge/Abilities**

**Extensive knowledge of** management information systems methods and practices, distributed network design, telecommunications and their effective implementation; computer hardware and software development and installation; effective service delivery and the evaluation of computer services.

**QUALIFICATION GUIDELINES** (Continued)

**Considerable knowledge of public or business administration** including budgeting, program planning and evaluation.

**Ability to plan, organize and oversee County-wide information systems programs and services;** understand, interpret and explain laws, regulations and policies governing data processing operations and technology; develop and implement operational procedures; make decisions and independent judgements; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; determine the appropriate course of action in stressful situations; understand departmental objectives in relation to County goals and procedures; demonstrate tact and diplomacy; collect and analyze data to identify needs, evaluate appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals, narrative and statistical reports; comply with laws, regulations and professional practices governing data processing services and operations; secure cooperation and teamwork among contractors, department managers and elected officials regarding the implementation and ongoing County management information efforts; work with MIS contractors in formulating, promoting and implementing a variety of data processing functions and services; understand and analyze expenditure reports; maintain accurate records and document actions taken; organize and prioritize work assignments; make arithmetical calculations associated with budgeting and costing; use proper grammar, spelling and punctuation; research regulations, procedures and/or technical reference materials; project consequences of decisions; determine and evaluate levels of achievement and performance; interpret political and administrative direction and incorporate it into operational policy and procedure; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; effectively delegate responsibility and authority to others.

**SPECIAL REQUIREMENTS**

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances and are hired and retained at the pleasure of the appointing authority.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

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Department Head

Date