



## **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:**

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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.