

INFORMATION SYSTEMS DIRECTOR

Definition

Under general policy direction of the Board of Supervisors and the County Administrator, plans, organizes and directs the activities of the County Information Systems Department; reviews and evaluates departmental service requests and prospective levels of service; and performs related duties as required.

Distinguishing Characteristics

This single position class serves as the department head for the Information Systems Department. The Department consists of the following functions: Computer Services, Communications Services, Records Administration and Reprographics. The incumbent is responsible for the overall administrative management of departmental personnel, financial administration, program activities, and procedural and policy issues as they relate to the operation of County information services. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Supervisors, the County Administrator, and relevant laws, ordinances and regulations.

This job class is considered unclassified pursuant to the not within the classified civil service under the provisions of Section 5 (s) of the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by the County Administrator serves at the will of the Board of Supervisors and is required to enter into an considered an "at will" employee employment contract.

Typical Duties

Duties may include, but are not limited to, the following:

Plans, organizes, directs, coordinates, controls, and evaluates the operation of the Department; delegates appropriate authority to management subordinates.

Advises the Information Systems Steering Committee, the County Administrator and the Board of Supervisors on key policy and administrative matters pertaining to the Information Systems Department; recommends information processing systems, personnel, and supply requirements to accomplish effective planning, implementation, and operation of information systems throughout the County.

Consults with and advises the Information Systems Steering Committee and other department heads regarding the feasibility and cost effectiveness of utilizing computer automation; recommends priorities for the use of resources.

Directs staff in the development and operation of information processing systems and applications; confers with subordinates regarding priorities and technical problems; makes final decisions regarding matters dealing with centralized and distributed computer systems.

DIRECTS AND REVIEWS THE WORK OF STAFF; DIRECTS THE SELECTION, TRAINING, AND PERFORMANCE EVALUATION OF STAFF; OVERSEES TRAINING PROGRAMS FOR KEY PERSONNEL OF INFORMATION SYSTEMS AND USER DEPARTMENTS TO ENSURE AN EFFECTIVE DESIGN, IMPLEMENTATION AND UTILIZATION OF INFORMATION SYSTEMS AND INFORMATION.

DIRECTS THE PREPARATION OF THE INFORMATION SYSTEMS DEPARTMENT ANNUAL BUDGET; DETERMINES DEPARTMENTAL BUDGET PRIORITIES; OVERSEES AND MONITORS REVENUES, EXPENDITURES, AND USE OF FUND BALANCE; PREPARES AND JUSTIFIES PROGRAM AND BUDGET RECOMMENDATIONS FOR APPROPRIATIONS AND STAFFING; ADMINISTERS THE APPROVED BUDGET AND CONTROLS EXPENDITURES.

DIRECTS THE PREPARATION OF ~~THE DEPARTMENT'S THE ANNUAL COUNTY INFORMATION SYSTEMS BUDGET; INTERNAL SERVICE CHARGES TO RECOVER THE COST OF PROVIDING INFORMATION SYSTEM SERVICES, EQUIPMENT AND TECHNOLOGY INFRASTRUCTURE REPLACEMENT; ESTABLISHES CONTROLS AND MEASUREMENT TOOLS FOR THE DELIVERY OF SERVICES AND COST CONTROLS; WORKS WITH DEPARTMENTAL CUSTOMER REPRESENTATIVES, VENDORS, AND OTHER AGENCIES IN DEVELOPING AND MAINTAINING DATA PROCESSING APPLICATIONS.~~

Negotiates, administers and monitors contracts with private and public agencies providing data and information processing services for the County.

CONSULTS WITH COMMUNICATIONS, REPROGRAPHICS AND RECORDS MANAGEMENT STAFF AND USER REPRESENTATIVES REGARDING FEASIBILITY AND COST-EFFECTIVE SOLUTIONS TO PROBLEMS.

PROVIDES ORAL AND WRITTEN REPORTS FOR THE BOARD OF SUPERVISORS, THE COUNTY ADMINISTRATOR, AND THE INFORMATION SYSTEMS STEERING COMMITTEE.

ESTABLISHES AND MAINTAINS EFFECTIVE COMMUNICATION AND WORKING RELATIONSHIPS WITH THE BOARD OF SUPERVISORS, COUNTY ADMINISTRATOR, OTHER COUNTY DEPARTMENT HEADS, SUBORDINATES, AND KEY OFFICIALS OF OTHER AGENCIES.

PROVIDES INFORMATION AND REPORTS REGARDING DEPARTMENTAL PROGRAMS, POLICIES, AND ACTIVITIES TO THE BOARD OF SUPERVISORS, COUNTY ADMINISTRATOR, OTHER DEPARTMENTS, OTHER AGENCIES, AND THE PUBLIC; REPRESENTS THE COUNTY AND SPEAKS BEFORE PUBLIC BODIES, GROUP ORGANIZATIONS, AND THE GENERAL PUBLIC ON MATTERS PERTAINING TO INFORMATION SYSTEMS.

Participates as a member of various committees independently and/or where requested by the Board of Supervisors or the County Administrator.

Knowledge and Abilities

Extensive knowledge of: current and developing information systems technology, information systems management, software and network management principles; the principles and methods of systems analysis and design; the current developments in the field of data and information processing; modern personnel, financial, administrative, and management practices and procedures required to effectively plan, organize and direct an organization-wide information services operation and other related operations.

Working knowledge of: public purchasing bidding, requisition practices and procedures; contract negotiations and administration.

Ability to: plan, direct and coordinate the work of personnel involved in County-wide computer, communications, and reprographicsinformation -systems technology services; deal tactfully, convincingly and effectively with department personnel, government officials, and the general public; analyze and interpret complex data; direct cost effectiveness studies and recommend alternatives; develop and update departmental long-range plans, rules, regulations and policies; delegate and provide policy direction to management staff; select, orient, train, supervise and evaluate departmental personnel; administer and monitor the department budget; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific objectives, plans and policies; respond to and promote effective media relations; make presentations to elected officials; understand and accept differences in human behavior, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; work under pressure.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include A academic course work which directly relates to the knowledge and abilities listed. Normally, these courses would include in computer science, information systems management, business administration, and public administration, or a closely related field, and five years of professional management experience providing information systems services to a multi-departmental organization. Possession of a Bachelor's Degree in one of the subjects listed, or a closely related field, is highly desirable.

Experience: Extensive professional management experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, five years of professional management experience providing information systems services to a multi-departmental organization would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.