

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Chief Information Officer	BAND/LEVEL:	SMICP
DEPARTMENT:	Information Technology	JOB NO:	1260
DIVISION:	Information Technology	DATE:	05/23/2018
REPORTS TO:	Deputy City Manager	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	123
REPLACES:	Director, Information Technology	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT: Responsible for directing and administering the City's information technology and facilities management activities including systems analysis, systems design, programming and testing, computer operations, operation and maintenance of public buildings, energy conservation, telecommunications systems, access/security systems and the local and wide area networks. Develops and implements long and short-range planning, goals, objectives, and policies. Prepares and administers department budget. Prepares and evaluates bids for equipment. Establishes and controls liaison between information processing users in the City and Information Technology. Participates in overall management of the City by regularly attending executive leadership and staff meetings, and serving on special management committees. Works directly with department directors and City Manager on information processing activities.

DUTIES AND RESPONSIBILITIES:

1. Plans, schedules, and supervises (directly or through direct report managers) information processing activities associated with systems analysis and design, programming, testing, documentation, computer operations, telecommunication systems, access/security systems, and local and wide area networks. Prepares time estimates for proposed projects, monitors and ensures that assigned activities are completed competently, effectively, and efficiently. Determines priorities of projects. Reviews progress of projects with user personnel. Resolves conflicts concerning information technology projects and activities.
2. Directs the activities of the Facilities Management division responsible for the upkeep and repair of building and improvements and modifications to existing facilities. Ensures compliance with federal, state and local laws, statutes and ordinances.
3. Develops and implements long and short-range planning, goals, objectives, and policies of Information Technology Department.
4. Prepares and manages Information Technology budget and controls all expenditures. Reviews the monthly Budget Status Report. Monitors the expenditures to confirm that they are within budgeted amounts.
5. Consults with department directors and other users about existing and new information technology applications and systems. Resolves priority conflicts concerning department's computer applications and applications of other departments. Make recommendations to user personnel regarding computer hardware and software.
6. Establishes and maintains standards and procedures of Information Technology. In consultation with other Information Technology staff members, develops programming and testing procedures. Develops naming conventions for files, tables, and programs. Develops procedures for maintenance of computer equipment. Establishes procedures for issuing security cards and maintaining card access security system. Develops and maintains a disaster recovery plan. Establishes procedures for maintaining security passwords and access to computer-based systems. Supervises maintenance of Standards and Procedures manual.

7. Develops and maintains City's long-range information technology work plan, project hardware and software needs and makes recommendations. Prepares reports to City Manager and Governing Body outlining computer hardware and software needs.
8. Performs normal managerial duties which include supervising personnel, conducting performance appraisals, recommending merit increases and hiring and promoting personnel. Develops and updates education and training plans. Reviews progress on projects. Works with Information Technology and user personnel to resolve problems and review alternatives.
9. Prepares information processing hardware and software requests for bids, evaluates bids, and makes recommendations. Develops and maintains a list of bidders. Reads submitted bids at bid openings. Prepares notices to bidders about result of bids. Places the order for items bid with successful bidder. Interfaces with hardware, software, and other Information Technology related vendors.
10. Participates in formation and review of City administrative policies and procedures. Attends various management meetings and serves on special management committees. Functions as host for annual Overland Park/Kansas Legislative dinner meeting. Attends City Council meetings as required.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

- Bachelor's degree in data processing, computer science, business, engineering, mathematics or similar discipline with computer orientation or additional equivalent experience.
- **To comply with Kansas Criminal Justice Information System security requirements**
 - Must be at least 18 years of age.

EXPERIENCE:

- A minimum of ten years of increasingly responsible information processing work in the areas of systems analysis and design, system and application programming, and computer operations, or an equivalent level of experience.
- Experience should include a minimum of two years of supervision or management in data processing area.

SKILLS:

- Analytical skills.
- Excellent oral and written communication skills.
- Organizational skills.
- IBM hardware environment.
- Good listening skills.

MENTAL REQUIREMENTS:

- Decision making ability.
- Sound business principles/judgement.
- Ability to analyze complex problems and recommend possible solutions.
- Ability to train and guide others.
- Diplomacy and judgement.
- Alpha and numeric recognition.
- Ability to adapt to changing environment.

- Abstract and logical reasoning.
- Tact and diplomacy.
- Understanding of computer hardware.

PHYSICAL REQUIREMENTS:

- PC skills.
- Ability to lift 10 pounds and transport 15 feet.
- Ability to make and receive phone calls.
- Mobility to visit all DP terminal and equipment sites within the City properties.
- Ability to sit and be attentive for extended periods of time.
- Hand and eye coordination adequate to input computer.
- Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Manager, Applications & Development.
 - Manager, Technical Operations.
 - Manager, Facilities Management.
 - Administrative Assistant (PT).
- Indirect:
 - Various professionals, administrative, and technical staff.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.