

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Chief Information Officer	<u>CLASS NUMBER:</u> 80055	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N23	<u>POSITION CONTROL #:</u> 011202
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> County Administrator (011000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Systems Administrator (013002) Business Systems Analyst (060102)		

CLASSIFICATION PURPOSE:

The primary purpose of the Chief Information Officer classification is to manage, administer, and support agency information technology operations from research and budgeting to implementation, maintenance, and support.

JOB DUTIES:

Provide professional advice and assistance to the Board of Commissioners (BOC), county administrators, and its departments regarding information technology initiatives, leveraging shared services, and related activities. Recommend changes to current technology systems or applications in order to meet organizational needs. Identify new processes and alternatives to resolve problems or improve/enhance operations. Research the feasibility and cost benefits of emerging technologies. Make recommendations and advises departments on technology strategies to improve productivity to their departments. Manage assigned projects from county administration, including scope and approach definition, project management, budget preparation, and status reporting. Provides information technology direction to BOC departments and other county entities as required. Review all information technology plans for the county.

Oversee and maintain telecommunications and email environments, as well as budget software and systems. Implement the Integrated Criminal Justice Information System recommendations in coordination with data center staff. Maintain and configure the county’s Budget Preparation System (BRASS). Provide BRASS training and end user support. Upload and updates from the general ledger system (MUNIS). Create and run projections, templates, spreadsheets, etc. Create queries and stored procedures to support the budget process, forecast, and quarterly review process. Generate, prepare and submit related reports.

Supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Develop and implement data center budget. Monitor expenditures to ensure compliance with approved budget. Provide budgetary input for technology expenditures for other county departments. Develop and evaluate requests for proposals for technology services and systems. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; supervision; human relations; agency policy and procedures; government structure and process. Skill in word processing; equipment operation. Ability to understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports, maintain accurate records; use proper research methods in gathering data; develop complex reports and position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in computer information systems or related field with five (5) years of computer experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date