TITLE:	**Chief Information Officer**	**JOB CODE:**	1140
DEPARTMENT:	Information Systems	**FLSA:**	Exempt
PREPARED:	November 2005	**FLSA CLASS:**	Executive
UPDATED:	April 11, 2022	**WORK LOCATION:**	Aztec, NM
		REMOTE WORK ELIGIBLE:	YES

Summary: Under administrative direction of the County Manager, the Chief Information Officer plans, organizes and directs the operations and staff of the Information Systems Department including GIS; directs and coordinates development and production activities of Department; develops and implements an Information Technology strategy to support the County today and into the future; leads staff to build and manage a reliable and secure network for the County.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, evaluates and implements department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.

- Manages operations and staff; prioritizes and assigns work and projects; hires, trains and evaluates staff; counsels, coaches and instructs employees; develops staff and conducts performance evaluations; meets regularly with staff to review assignments and give direction.

- Develops and monitors the budget; prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.

- Provides leadership, direction and coaching to staff in the areas of performance management, problem resolution, planning, and work assignments.

- Conducts research and planning for the department; monitors industry trends and identifies potential changes; analyzes workload and recommends staffing assignments and adjustments; manages projects including grants and capital projects.

- Consults with management to determine information requirements of management to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.

- Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.

- Consults with engineers, consultants and technical support to develop initiatives and strategies for current and future information technology objectives.

- Reviews project feasibility studies; establishes work standards.

- Prepares progress reports to inform management of project status and deviation from goals.

- Contracts with management specialists, technical personnel, or vendors to solve problems.

- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.

- Analyzes department workflow and staff job duties to recommend reorganization or departmental realignment.

- Assists staff in diagnosing and solving computer equipment problems.

- Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.

- Must ensure compliance with WCAG 2.0 AA and other guidelines determined by the ADA Web Coordinator when making changes to any webpage.

- Serves as HIPAA Security Officer for San Juan County; protective sensitive health and personal information stored electronically and ensure a compliant information security program.

- Performs other related duties as assigned.

Job Description
Chief Information Officer

Required Knowledge and Skills:

- Knowledge of principles, techniques, and capabilities of computer network systems

- Knowledge of Local and Wide Area Network administration and network engineering principles.

- Knowledge of system access and security guidelines and procedures.

- Knowledge of hardware and software troubleshooting techniques.

- Knowledge of management and personnel administration methods, techniques and policies.

- Knowledge of budgets, grant requirements and financial reporting.

- Knowledge of County policies and procedures.

- Skill in analyzing information systems problems, evaluating alternatives, and implementing solutions.

- Skill in managing procedures for efficient and cost-effective management of resources.

- Skill in assessing and prioritizing multiple tasks, projects and demands.

- Skill in effectively managing, leading and delegating work and projects.

- Skill in planning and implementing policies and procedures.

- Skill in communicating effectively, both orally and in writing.

- Skill in following and effectively communicating verbal and written instructions.

- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

- Skill in the use of a personal computer and standard business software.

- Ability to maintain and handle confidential information that are of a sensitive nature.

Education and Experience

- Bachelor's Degree and ten (10) years' work experience in information technology; or equivalent combination of education and work experience sufficient to perform the duties of the position.

- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.

- The noise level in the work environment is usually moderate.

- Work schedule for this position may include working on religious holidays.

- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____