



**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: CHIEF INFORMATION OFFICER

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of this position is to provide vision and executive leadership for all information technology areas to include technical systems, infrastructure, records management and Information Technology Support Services for the Clerk & Comptroller. Incumbent is responsible for the development of strategies and initiatives which align with the mission and goals of the Clerk & Comptroller. This position is accountable for directing the timeliness, security, and integrity of enterprise information and data. Position functions as a professional and technical resource to the Clerk & Comptroller, executive team and agency employees. This position operates in an office setting Monday through Friday; however, occasional evening, holiday and weekend hours are required for critical system support and for technical emergencies. This will require reporting to the office or accessing the systems remotely depending on business need.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Leads and manages the IT Division through the implementation and reinforcement of performance based metrics

Creates and reinforces a culture of accountability through effective oversight of work quality and delivery to business operations

Designs and directs long-term division operations and tactical strategies with respect to development projects, hardware and software acquisitions, and resource management

Establishes the IT Division's priorities, goals, and objectives through collaboration and consultation with the Clerk & Comptroller and the Executive Team; evaluates staffing levels and organizational structure for effective work performance and efficient resource allocation

Provides review and recommendations concerning all aspects of the Clerk & Comptroller's information technology areas' operational needs, including all contracts, project plans, policies and procedures, proposals (RFI/RFP/ITN) and vendor selection

Provides review and advisement concerning the Clerk & Comptroller's information technology systems and applications i.e., ShowCase, CIVIS, Child Support Enforcement, County Finance, County Payroll, Clerk & Comptroller's Payroll and Financial systems applications

Develops and manages effective external vendor relationships and deliverables

CHIEF INFORMATION OFFICER

Forecasts project hardware and software acquisition needs; evaluates new technologies for application to existing and pending plans/projects of the Clerk & Comptroller's office

Conducts and/or participates in various meetings concerning the Clerk & Comptroller's information technology, i.e., status discussions, JIS Management Committee and Policy Board, ISS Policy Board, FACC and Florida Courts E-filing Authority

Prepares and manages department's annual operating, capital and supplemental budgets; monitors activity to ensure proper use and allocation

Provides guidance to organization on IT capabilities and "out of the box" solutions

Facilitates communication between staff, management, vendors, and other technology resources within the organization

Conducts regular staff meetings with IT leadership and prepares and delivers reports to the Executive Committee

Maintains current knowledge of trends and developments in the field of state-of-the-art information technologies and services for application to functions under charge

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Information Technology, Management Information Services, Computer Science or related field, supplemented by ten (10) years of recent and relevant experience in a large IT focused organization with a 24/7

