



CITY OF YUMA
 Department of Human Resources
 One City Plaza
 Yuma, AZ 85364

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Chief Information Officer**

An Equal Opportunity Employer

SALARY

\$49.99 - \$69.99 Hourly \$8,665.11 - \$12,131.15 Monthly \$103,981.28 - \$145,573.74
 Annually

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 06/13/17

CLOSING DATE: Continuous

THE POSITION

*****This position is open until filled with a first review date of June 26th, 2017*****

Under administrative direction, performs complex management and technical duties as the City's Chief Information Officer; directs Information Technology Services (ITS) Department through effective planning, staff management, and resource allocation; directs technical staff and ITS operations to provide stable, secure, and reliable technical support services to meet City current and future needs.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans and directs ITS Department operations through effective planning, staff management, resource allocation, and sound fiscal practices; directs ITS programs, including service desk management (ITIL), business applications, computer hardware/software asset management, technology procurement and contract management, training, network engineering and administration, Geographic Information Systems (GIS), telecommunications, and web administration and software development.
- Serves as Chief Information Officer and principal technology advisor to the City Council and City Administrator; provides leadership, direction and guidance in ITS strategies and priorities; evaluates and analyzes ITS operational data, and develops solutions for managing the City's technology assets.
- Exercises independent judgment within broad policy guidelines; develops technology infrastructure plans to meet City goals; interprets concerns, defines desired results, and determines scope and priorities of programs and special projects; encourages new ideas and collaborative approaches to solving problems.
- Directs, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services.
- Determines ITS Department objectives, and evaluates progress toward achieving goals; evaluates staffing levels, resource availability, and service demands; allocates resources to maximize ITS system efficiency.

- Analyzes operational information, evaluates trends, and develops plans to meet future needs; assures all technology issues are properly addressed and resolved; assures effective communication of ITS issues.
- Develops and manages strategic technology plan, and technical integration plans to manage present and future operations; manages the collection, analysis and reporting of ITS operational and budget data.
- Develops solutions to address integration of technologies, and assure that platform performance, scalability, capacity, and security are aligned with current and future business needs.
- Develops Request for Proposals (RFP), evaluates proposals, recommends vendors, negotiates contracts.
- Directs the updating and integration of City website and web-based applications; directs the evaluation, maintenance and upgrading of voice, video and data hardware, software, networks, and systems.
- Assures effective communication of ITS issues and strategies with City management team; serves as liaison between the City, regional organizations, and state and Federal agencies; coordinates ITS development activities with other departments and agencies.
- Supports the relationship between the City of Yuma and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Business or Public Administration, Computer Science, or Information Technology; AND six years of current ITS project management, network administration and technical support experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- Principles and IT best practices of modern public administration including capacity planning, leading - mentoring, writing - presentations, speaking, project management, quality and cost controls.
- Principles and practices of technology management in IT Service Management, Infrastructure, System and Application Management and Systems Integration in a public sector / public safety environments.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and employee supervision and training.
- Current and future trends in technology - IT services, security, mobile, web, GIS, enterprise software applications, telecommunication systems, wireless, operating systems used at midsize to large municipalities - cities (i.e., population 80 to 200 thousand residents).
- Administration and maintenance principles of multiple network operating domains, voice over IP, video on recording on demand, encryption, and data integration.
- Network topologies and protocols, enterprise IT applications, and web application development.
- Industry standards - ITIL, FIPS, HIPPA, NIST, PCI - DSS, IRS 1074, and FCC guidelines, rules, and regulations governing telecommunications operations.

Skill in:

- Lead, administer, and oversee midsize city information technology operations; meet critical deadlines; make decisions under pressure supervise subordinate personnel, including managers, supervisors and professional staff.
- Analyzing ITS issues, evaluating alternatives, and developing recommendations and strategies.
- Analyzing City needs and prioritizing and promoting ITS strategies to meet future needs.

- Using initiative and independent judgment within established procedural guidelines.
- Working independently in a technical environment with interlinked and changing priorities.
- Evaluating workflow and effectively prioritizing multiple tasks, projects and demands
- Developing and directing ITS policies, procedures, procedures and guidelines.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Preparing, reviewing and presenting management reports.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License is required. Terminal Operator Certification (Level-D) for access to Arizona Criminal Justice Information System (ACJIS) is required within six months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment; may be required to bend, reach, stoop, and lift objects; requires use of hands; requires vision capacity at close range and ability to differentiate between colors.

An employee in this class may be required to live inside the City limits within eighteen months of appointment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.YumaAz.gov>

OR

One City Plaza,
Yuma, AZ 85364

EXAM #2017 -00092
CHIEF INFORMATION OFFICER
LG

Chief Information Officer Supplemental Questionnaire

- * 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work history section of my job application.
 - Yes
 - No
- * 2. For further consideration, you MUST complete the Work Experience section of the application and attach a detailed resume. Failure to do so will result in your application being removed from further consideration. It is not acceptable to answer any part of the application or this supplemental questionnaire with "See Resume".
 - I agree and have completed the application and attached a detailed resume.
- * 3. Do you possess a Bachelor's Degree in Business or Public Administration, Computer Science, or Information Technology?
 - Yes
 - No
- * 4. Do you have six (6) years of current ITS project management, network administration and technical support experience?
 - Yes
 - No
- * 5. If you answered 'No' to question #3 or #4, do you have an equivalent combination of education, training and experience, to perform this work?
 - Yes
 - No
- * 6. Do you possess a valid Driver's License? (An Arizona Driver's License will be required at the time of hire)

- Yes
- No

* 7. This position requires you to obtain a Terminal Operator Certification (Level D) for access to Arizona Criminal Justice Information System (ACJIS) within six months of hire. Do you agree to this term?

- Yes
- No

* Required Question