



Warren C. Evans
County Executive

DIRECTOR OF INFORMATION TECHNOLOGY/CHIEF INFORMATION OFFICER

GENERAL SUMMARY:

The Director of Information Technology/Chief Information Officer reports to the ACEO and is responsible for the operational direction, management, and implementation of all enterprise computing and information technology strategic plans, goals, programs, and policies necessary to support and achieve the overall business/service functions of the organization. This role is prescribed by Ordinance and leads and supports the services, contracts, funding and projects associated with DoT, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Oversees the department's day-to-day operations and functions for three divisions
- Oversees the installation, performance, optimization and security of enterprise computing hardware, applications and operating systems
- Manages and directs staff throughout the department to successfully deliver responsive, efficient, and cost-effective technology services to Wayne County departments
- Performs identification, procurement, planning, testing, and deployment of all technology services and solutions
- Develops the strategic direction of Wayne County technology initiatives for enterprise solutions and applications
- Develops and manages departmental budget
- Oversight and development of security, audit and controls
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local area networks based on client server environment and enterprises WAN planning, design, and implementation
- Knowledge of operating systems on PCs and servers
- Knowledge of telecommunications
- Knowledge of enterprise security requirements
- Knowledge of research techniques
- Knowledge of enterprise systems architecture, design, development and implementation
- Knowledge of computer hardware and software
- Technical writing
- Ability to manage client relationships
- Knowledge of Project Management
- Ability to communicate with management and non-supervisory staff

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & group Leadership

DESIRED EDUCATION & EXPERIENCE AND TRAINING:

Experience: Eight to twelve years experience in leading enterprise system design, development, and implementations.

Training: Bachelor's degree in Computer Science, Information Technology, Business Administration or a related field or equivalent educational experience. Master's Degree preferred.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
June 2016