

CHIEF INFORMATION OFFICER (FINANCE)

General Statement of Duties and Responsibilities

Reporting to the First Deputy Commissioner, with the widest latitude for independent initiative, judgment, and decision-making, exercises policy and administrative responsibility for the planning and design of department wide computerized information systems; consults with the Commissioner in the planning and determination of priorities for all information systems development activities for the Department of Finance. All personnel perform related work. This is a management class of positions.

Examples of Typical Tasks

Formulates policies governing information technology services which include expansions, modifications, and the introduction of information technology applications within various operations of the agency.

Writes agency information systems plan and oversees its implementation.

Conducts studies related to the development of specifications for computer hardware and software needed to support office/agency operations.

Manages the central information technology facility and approves all hardware and software acquisitions.

Forecasts workloads and system programming resource requirements to develop related schedules, regarding interfacing and upgrading existing procedures, evaluating present and future planning and analyzing proposals for information technology services with outside corporations.

Directs implementation of standards and procedures related to the development of all management information systems, including the development of procedures for initiating and implementing requests and assigning priorities for systems development, feasibility studies, project planning, status reporting and control; the development and documentation of standard forecasting techniques for use in determining present and future work-loads, resource requirements and schedules; and the development of

CHIEF INFORMATION OFFICER (FINANCE) (continued)

Examples of Typical Tasks (continued)

techniques and standardized procedures for defining and structuring an integrated database.

Oversees activities related to the implementation of information systems projects, ensuring adherence to time schedules for project completion and initial goals and objectives.

Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and five years of experience as described in "1" above, including the 18 months of which must have been in an administrative, managerial or executive capacity; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and nine years of experience as described in "1" above, including the 18 months of which must have been in an administrative, managerial or executive capacity.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.