

**ASSISTANT COMMISSIONER OF
INFORMATION TECHNOLOGY (DDC)**

General Statement of Duties and Responsibilities

This is a management class of positions. Incumbents perform related work.

Under executive direction, and with wide latitude for the use of independent judgement and initiative, this position will be responsible for the execution of the agency's IT strategic plan and division goals; implementation and administration of process development, and forecasting requirements to assist in the preparation of annual budget and scheduling expenditures as they relate to select products.

This position will also serve as a liaison and participate in high-level project management meetings across divisions to ensure that IT goals and objectives are being delivered for all stakeholders.

Responsibilities include but are not limited to management of IT teams and vendors to implement and support developed and customized Commercial Over the Shelf (COTS) applications; delivery of strategic initiatives of the Technology and Innovation Division which support the overall agency mission; advising executive staff in assessing construction industry technology trends and products; directing and overseeing all aspects of product life cycle management to ensure they meet agency user requirements; and facilitating rapid enhancements and implementation of new products.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of experience of a nature to qualify for the duties of the position, at least 18 months of which must have been in an administrative, managerial, consultative, or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

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