CHIEF INFORMATION TECHNOLOGY OFFICER (IBO)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility for all of IBO's information technology activities.

Examples of Typical Tasks

Directs the work of executive, managerial, professional, technical and support staff responsible for all IT operations, including the establishment of short- and long-term plans, setting goals, objectives and priorities, allocating resources, including personnel, for effective utilization, and establishing and maintaining organizational controls.

Works closely with the Director to conduct oversight reviews and modify the delivery of IT infrastructure and services in order to meet agency goals and targets.

Monitors identity systems and access logs to detect anomalies and prevent breaches, and investigates and troubleshoots related issues.

Develops and implements IT strategic plan, to ensure consistency with IBO's mission.

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

Participates in the formulation, implementation and modifications to the agency's IT policies and procedures as deemed necessary.

Serves as IBO's principal liaison to the New York City Office of Technology and Information (OTI), as well as other relevant federal, state and city agencies, and represents IBO at meetings and conferences concerning IT policy and operational issues and agency activities.

Stays up-to-date with the latest trends and technologies in identity management, access management and cybersecurity, and educates IBO users and provides support on IT-related topics.

Performs related duties at the request of the Director.

CHIEF INFORMATION TECHNOLOGY OFFICER (IBO) (continued)

Qualification Requirements

1. A baccalaureate degree in computer science, information security or a related field, and four years of satisfactory, full-time progressively responsible 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 executive, managerial, administrative, or supervisory 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. An associates degree, and six years of satisfactory full-time experience as described in "1" above, including at least 18 months of the executive, managerial, administrative, or supervisory experience described in "1" above.

3. Education and/or experience which is equivalent to "1" or "2" above.

Lines of Promotion

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