CHIEF INFORMATION OFFICER

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work overseeing the planning, development, implementation, and maintenance of the County's information technology (IT) services; does related work as required. Work is performed under general supervision, with considerable independent judgment. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, implementing and directing information technology systems development, systems administration, network administration and technical support functions; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

➢ Supervises, directs and evaluates assigned staff, processing employee concerns and problems, counseling, disciplining and completing employee performance appraisals.
➢ Organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
➢ Advises other departments on use of technology by providing education, presentations and analytical data.
➢ Participates on the Technology Review Board, involving policies, education, direction and research; serves on various committees and boards.
➢ Monitors the progress of major system projects to ensure they remain on track and are headed in the proper direction.
➢ Provides support to the Board of Supervisors as required.
➢ Works with County auditing firm to comply with standard best practices as recommended.
➢ Develops and administers department budget; provides budgetary input pertaining to information system needs of other county/school departments; develops and supports the technology portion of the Capital Improvement Plan; reviews and analyzes industry trends to assist in setting of technology direction for County systems.
➢ Develops, presents, and implements the department's technology plan; develops long and short-term plans, goals and objectives designed to position all County branches to meet future automation needs and technological changes and to maintain appropriate service levels; plans use of existing resources into the current architecture and infrastructure as it grows.
➢ Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of all phases of systems analysis, programming and IT operations; thorough knowledge of the functions and operation of departments; ability to determine department and County-wide needs of an information system and formulate an effective program to meet these needs; ability to write clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with officials and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree with major course work in computer science, business administration or related field and extensive professional experience in management information systems.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.

- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____   Name_____

                         Signature_____

Date_____   Supervisor_____

                         Signature_____

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