

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5208  
Job Title: Deputy Chief Information Officer  
Salary Grade: 24  
Bureau: Technology  
Department: Enterprise Technology  
Dept. Budget No. 009  
Position I.D. 110001  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Deputy Chief Information Officer is an executive management position with direct participation and preparation of policy, strategic planning and operation direction. The Deputy Chief Information Officer may assist in the management of the day to day activities of a major division, or equivalent, in the Bureau of Technology. The Deputy works through section directors to plan, organize and administer all activities of the division as well as develop and implement policies and procedures. The Deputy serves in a confidential advisory role and reports to the Chief Information Officer.

#### **Key Responsibilities and Duties**

Coordinates with department management, staff and supervisory personnel to accomplish legislative goals and objectives;

Establishes long and short term legislative goals and set priorities for the division;

Reviews employee knowledge and skill needs, and establishes or coordinates plans for training;

Responds to and resolves legislative complaints dealing with service delivery;

Researches industry practices that reflect the most effective application of information processing technology and resources;

Assists in the establishment and implementation of policy changes to unify technology across departments and mold performance management.

Writes reports from analysis of research or investigation;

Consults with and advises user department management on service requests and problems;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

Works with confidential and sensitive documents related to County-wide usage of computerized systems, security matters related to access and maintenance of data on the County computer systems, and personnel issues.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Computer systems planning and feasibility research methods.
- Project organization, management and control.
- Supervision, personnel administration, legislative matters and budgeting.
- Computer operations management, systems programming, design, electronic data processing systems, and installation or user technology.

Ability to:

- Communicate with individuals and groups in a face-to-face, one-to-one setting, or by telephone on technical and non-technical issues.
- Analyze and evaluate feasibility and suitability of division projects.
- Produce technical and non-technical written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other County elected officials, department heads and employees.
- Exercise a broad range of supervisory responsibility over others.

### **Minimum Qualifications**

Bachelor's Degree in Computer Science, Information Technology or Engineering PLUS a minimum of three (3) years' experience **OR** equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Executive management “C” level experience such as a Deputy Chief Information Officer or Deputy Chief Technology Officer.

Five (5) or more years in a senior level technology related position.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee’s normal line of work.**