

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1133
Job Title: Chief Information Officer
Salary Grade: 24
Bureau: Technology
Department: Enterprise Technology
Dept. Budget No. 009
Position I.D. 9500081
Shakman Exempt

Characteristics of the Position

General Overview

The Chief Information Officer (CIO) provides leadership and management for all information technology services and operations. The CIO is charged with the implementation of board policy and county procedures as they apply to technology. He/she is expected to participate in the formation of county policies and procedures by making appropriate recommendations for improvements and/or additions that enhance the efficiency and effectiveness of the county information technology services and operations to support the mission of Cook County Government.

The CIO provides leadership for all technology and related services that support administrative processes, community service, and communications. The CIO works collaboratively with constituent groups in setting priorities for the deployment of information technology to carry out the instructional and administrative goals and objectives of the Cook County Government. This responsibility includes the identification, implementation, and evaluation of systems and services that cross information business unit and organizational boundaries. The CIO also represents the Cook County Government in state, regional, and vendor information forums; keeps

abreast of information technology developments and their appropriate applications within the county; and plans and implements information technology infrastructure upgrades.

Key Responsibilities and Duties

Provide leadership in the selection, design, implementations, integration, and ongoing support for all information systems throughout the county.

Provide leadership and planning to enhance and support data, voice, and network infrastructures and services.

Provide leadership to enhance access to, and security for, all networked resources and information systems.

Provide leadership and support for the development of technology to support instructional needs, including media, libraries, and distance education.

Provide leadership for the development and maintenance of county-wide technology standards, policies and service agreements.

Develop and maintain a strategic technology plan and associated tactical technology plans.

Develop internal IT policies and procedures designed to improve work procedures and service quality.

Review IT staff skills and develop appropriate training plans.

Develop and monitor county technology budgets and project budgets.

Provide leadership for competitive technology procurements, vendor negotiations, and vendor partnerships.

Communicate frequently and thoroughly to the county officials about technology projects and issues.

Collaborate with colleagues from other government and private-sector institutions to achieve mutual benefits.

Keep abreast of, and apply to the county, federal and state laws and policies that affect the management or use of technology or information.

Ensure that the implementation of technology will occur in an integrated manner designed for the benefit of administrative purposes.

Coordinate, and provide support for, the activities of the information technology committee of the Cook County Board of Commissioners.

Prepare state reports on county technology and distance learning programs and grants. Represent the county president at state and national meetings dealing with technology issues.

Serve on state, regional and national technology committees and forums.

Provide regular status reports to the Cook County Board of Commissioners, Elected Officials and Department heads regarding projects, policies and operations.

Research and disseminate information to the county agencies on technology and best practices in the use and management of technology.

Knowledge, Skills and Abilities

Project management and organizational skills

- Ability to manage and plan for large-scale technology change in a dynamic environment.
- Ability to plan and monitor major projects with broad institutional impact.
- Experience in major software and hardware systems procurement and implementation.
- Ability to develop and manage departmental budgets.
- Knowledge of and ability to draw from other disciplines (business, group dynamics, organization behavior, etc.) to facilitate change and to support the work of information and instructional technology service.

Communication Skills

- Ability to communicate clearly, both orally and in writing.
- Ability to address technical issues in both technical and non-technical terms.
- Ability to develop and make presentations to a diverse audience.

Technical Abilities

- Knowledge of current IT applications, methods, and standards.
- General knowledge of methods of modern information system design.

- Knowledge of state-of-the-art computer hardware and software.
- Knowledge of state-of-the-art data, voice and video communication network systems.
- Demonstrated ability to identify trends and exercise mature judgment about the role of information services in higher education.

Management and Social Skills

- Ability to establish effective working relationships at all levels of Cook County Government.
- Ability to inspire strong performance among colleagues and subordinates.
- Ability to lead staff and promote a strong service orientation.
- Commitment to diversity in the workplace and an ability to work effectively with people from a variety of backgrounds, ages, genders, and personalities.
- Commitment to creating and working in a collaborative and team-building environment.

Minimum Qualifications

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

Preferred Qualifications

Five (5) years' experience in Computer Science, Information Technology or Engineering.

Executive management "C" level experience such as Chief Executive Officer, Chief Information Officer, and Chief Technology Officer.

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.