

CHIEF INFORMATION OFFICER

General Statement of Duties

Performs complex professional and difficult administrative work in planning, organizing, and directing the information systems activities of the Town.

Distinguishing Features of the Class

An employee in this class plans, directs and coordinates the computer information systems for the Town. Work involves supervision and maintenance of the local area network (LAN) by performing these duties personally or by supervising the work of independent contractors. The employee must exercise considerable independent judgment and initiative in planning and directing and maintaining the information systems for the Town. The employee develops and plans the budget for the department and forecasts future equipment needs. The employee works with users. Work is performed under the supervision of the Town Manager and evaluated through conferences, reports and the review of work results obtained.

Essential Duties and Illustrative Examples of Work

Plans, organizes, directs and maintains the operations of the Information Systems Department.

Researches, develops and recommends to Town Manager the software and hardware needs for the LAN and proposals to information system policies.

Prepares and review departmental operating budget; monitors and approves expenditures.

Installs, configures, modifies and troubleshoots personal computers software systems.

Monitors and administers the network, keeping system information current; monitors software for legal licenses and management approval of its use and installation.

Remains abreast of changes in user and system software and hardware requirements; stays current on trends through training and publications.

Arranges for ordering, shipment and setup of new hardware and software; repairs or arranges for repair of equipment.

Maintains a backup of required server programs and data files through automated systems setup.

Instructs users of proper use of equipment, software and manuals; serves as a resource for user inquiries; serves as a resource for department heads for current purchases and projecting future departmental needs.

Install and maintain the physical layer for the existing ethernet network, and coordinate with staff persons.

Performs related duties as required.

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of a municipal purchasing system and employee and general liability insurance administration.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to plan, organize, direct, and evaluate the work of subordinate employees in the specialized field of accounting in an automated environment.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other employees.

Ability to conduct long range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational function of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four year college or university with a degree in Information Systems Management or Computer Science, or an equivalent combination of training and experience.

Fair Labor Standards Act (FLSA) Status

Exempt

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