



PRINCE WILLIAM COUNTY GOVERNMENT  
invites applications for the position of:

# CHIEF INFORMATION OFFICER

An Equal Opportunity Employer

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**POSITION #:** 982050  
**DEPARTMENT:** INFORMATION TECHNOLOGY  
**SALARY:** \$97,987.50 - \$191,353.50 Annually

**OPENING DATE:** 02/06/17

**CLOSING DATE:** 03/03/17 11:59 PM

## INTRODUCTION:

**Are you a technologically agile exemplar who thrives on challenge and change?**  
**Are you a transformational leader who actively builds trust, equips, and grows high performance teams?**  
**Do you anticipate obstacles and catalyze collaboration to create synergy across organizational boundaries and maximize the return on IT financial investments?**

If you answered in the affirmative, apply TODAY for the career opportunity of a lifetime, the demanding position of Chief Information Officer (CIO), leading Prince William County's (PWC) Department of Information Technology (DoIT). PWC, one of the Washington D.C. metro region's fastest-growing communities seeks a strong, dynamic and experienced leader to lead DoIT.

The CIO provides overall guidance to PWC for technology deployment and services in an enterprise-wide environment.

The successful candidate will:

- Establish strong strategic business partnerships with agencies,
- Lead the visioning of future technology strategies and a talented, dedicated staff,
- Exercise clear judgment in line with fiscal priorities and expenditures, and
- Demonstrate the highest personal qualities and ethics.

DoIT delivers key critical services to PWC agencies in computer networking, applications, operations, public safety radio network, GIS, voice communication, cyber security, disaster recovery, and seat management on varied business schedules year-round.

Additionally, DoIT operates on a 24/7/365 day schedule in support of Public Safety (Police/Fire/Sheriff/Adult Detention Center/Public Safety Communications Center – 911).

Do you strongly desire to contribute to a vibrant community with an environment where the

opportunity to make a significant difference is second to none?

Then apply TODAY to join PWCs Leadership Team as CIO.

To learn more about this exciting opportunity, please visit: [DoIT](#)

**GENERAL DEFINITION OF WORK, TYPICAL TASKS, KNOWLEDGE, SKILLS AND ABILITIES:**

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**GENERAL DEFINITION OF WORK:**

Performs complex professional and executive level work managing and directing all aspects of information technology and associated systems to include cloud computing, network/client server environment, and planning for future systems or to be utilized by the County government. Work involves performing all activities related to information technology to include planning, system design, equipment acquisition user services, maintenance, contract management; serving as the County's principle advisor to the Board of County Supervisors, County Executive and County staff in information system technology and its application with the County; developing short and long term information technology (IT) plans; IT governance to ensure agency roles and responsibilities are identified and communicated throughout the County' IT business alignment so that agencies can take advantage of IT to accomplish their mission; researching and identifying advancements in the field of IT and interpret their impact to senior management as related to the County's goals/objectives; and accountable for all aspects of infrastructure functions to include: Internet/intranet; E-government applications; IT security/data privacy; geographic information system; public safety radio communications; wide and local area networks (WAN/LAN) systems; Email systems; Helpdesk operations; client/server applications; cloud computing, mini, and micro computers; office productivity applications (Access, Word, Excel, etc); telephone and microwave voice/data communications; data center management; computer operations; disaster recovery; budget preparation and management of expenses; Technology Improvement Plan preparation, management and executive reporting; County-wide purchase, installation, and maintenance of desktop/laptop computers; administrative systems; Electronic Document Management Systems; workflow systems; public safety records management systems; financial systems; land development systems; Human Resources/Payroll systems; tax payers systems; Community Services Board systems; IT training; hardware and software standards; and hardware and software evaluation and purchase.

Work is performed under the administrative direction of the Deputy County Executive. Supervision is exercised over professional, technical, supervisory, management and other subordinate personnel.

**TYPICAL TASKS:**

Leads and directs the Department of Information Technology;  
Serves as Chief Information Officer to the County, leading and directing the Department of Information Technology;

Plans, organizes and manages all aspects of information systems technology needed to support the County agencies and services provided to citizens;

Directs and participates fully in the formulation of enterprise-wide business strategies and plans related to information technologies;

Develops a comprehensive Countywide Information Improvement Strategic Plan in coordination with the Countywide Technology Steering Committee which recommend and manages investments in information technology assets in support of the County's lines of business;

Designs and implements research and development activities in the area of data processing and data information/networking systems;

Oversees the day-to-day operation of the agency to include computer system projects, central data processing operations, cloud computing and network systems;

Coordinates County-wide investment in information technology assets;

Conducts research for, provides technical advice to, and responds to requests for information from, the Board of Supervisors and County officials;

Coordinates the establishment of County-wide information technology architecture, policies and standards;

Provides coordination and consulting support for County departments' process redesign activities and reengineering related to computer system development, network management, and work flow improvements and use information technologies;

Oversees the preparation and administration of the departmental budget;

Ensures that the agency's resources are used in the most efficient way possible by overseeing the preparation and administration of the department budget which includes technology charges to agencies

Plans the integration of application systems, software and hardware needs, and analyzes and coordinates data processing needs;

Provides technical advice and guidance to user departments regarding the methods, policies and procedures of computerized systems;

Analyzes computer equipment needs, reviews equipment modifications, evaluates computer equipment, ensures computer hardware's availability to satisfy current and future needs for the County;

Formulates policy recommendations and establishes and maintains automated information systems and data communication standards;

Assists County departments in the development and procurement of software that will operate in a decentralized office automation environment and client server environment;

Plans, coordinates and installs integrated County-wide data processing/information systems affecting all operating departments;

Designs effective training programs as required to attract, retain and motivate competent personnel;

Fosters an environment of creativity and innovation which motivates staff to find solutions and make recommendations that support their agency customers in delivering services to citizens in the most effective and efficient way possible.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of current information technologies to include - information systems analysis, design, construction, integration, operation, security, and maintenance; comprehensive knowledge of both central cloud computing technologies and network and client server technology; comprehensive knowledge of the principles and practices of planning and project management; comprehensive knowledge of methods and techniques in planning, developing, implementing and administering a broad range of information systems; Comprehensive knowledge of strategic and business planning methods, tools and processes and contract management thorough knowledge of the principles and practices of data administration;

thorough knowledge of principles and practices of data processing and computer equipment; comprehensive knowledge of the principles and practices of computer based information systems planning and management; comprehensive knowledge of local government functions and organizations; thorough knowledge of the methods and techniques in planning, developing, implementing and administering a broad range of information systems programs; ability to direct the planning and implementation of enterprise IT systems; ability to prioritize IT initiatives and coordinate the evaluation, deployment and management of current and future IT systems across the organization; ability to create and maintain a working environment in a multi-cultural organization that supports high levels of employee achievement and satisfaction; ability to establish and maintain effective working relationships with management, citizens, officials and the general public; ability to analyze complex technical data and draw sound conclusions; ability to present ideas effectively both orally and in writing; ability to work collaboratively with senior management to identify business opportunities and achieve successes through effective employment of technology; ability to instill and maintain a culture supportive of providing the highest quality services, maintaining confidentiality and demonstrating discretion, honesty and respect when interacting with co-workers, employees and customers; ability to maintain the highest ethical standards consistent with relevant policies, regulations and County Vision and Values; ability to maintain effective working relationships with associates, County officials and the public; ability to work with senior management to identify business opportunities and achieve successes through effective employment of technology; ability to communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a Master's Degree in management information systems, computer science, data processing or a related field; and 5-7 years of progressively responsible executive experience in developing, implementing, and operating information technology solutions that support the key business processes and customer services of a large and complex organization; and; and 5-7 years of supervisory experience on a technical and professional level.

**SPECIAL REQUIREMENTS:**

Must possess valid driver's license;  
Must pass a DMV record check;

Background Checks, which may include but are not limited to: Criminal History Check, Credit History Check, Education Verification, License Verification Check, Police Background Investigation to include Polygraph and/or Fingerprinting is required.

Preferences:

Prefer experience in the employ of a municipal or County Government.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.pwcgov.org/jobs>

Job #201203446  
CHIEF INFORMATION OFFICER  
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OUR OFFICE IS LOCATED AT:  
4380 Ridgewood Center Drive  
Woodbridge, VA 22192

[LWashington@pwcgov.org](mailto:LWashington@pwcgov.org)

Prince William County is an Equal Opportunity Employer  
and supports workforce diversity.

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Prince William County determines the legal employment status of all County employees by utilizing a two step process. Document verification is the first step of the process which is required of all employers as set forth in the Immigration Reform and Control Act of 1986. The second step in our process is E-Verify, an Internet-based system made available by the Department of Homeland Security and the Social Security Administration. This system permits the County to electronically confirm legal employment status of all new hires.

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## **CHIEF INFORMATION OFFICER Supplemental Questionnaire**

- \* 1. I understand that information provided on my application is used to determine my qualifications. Information on my resume will not substitute for the education, work experience and required fields on the County application. Only information provided at the time of the application submission will be considered when determining my qualifications. Only responses to Supplemental Questions that can be verified in my submitted education and work experience will be credited.
  - ☐ Yes
  - ☐ No
- \* 2. This position requires any combination of education and experience equivalent to a Master's Degree in management information systems, computer science, data processing or a related field; and 5-7 years of progressively responsible executive experience in developing, implementing, and operating information technology solutions that support the key business processes and customer services of a large and complex organization; and 5-7 years of supervisory experience on a technical and professional level. Please select the choice that best describes your highest level of education.
  - ☐ Bachelor's Degree in management information systems, computer science, data processing
  - ☐ Master's Degree in management information systems, computer science, data processing
  - ☐ PHD in management information systems, computer science, data processing
  - ☐ Bachelor's Degree in an unrelated field
  - ☐ Master's Degree in an unrelated field
  - ☐ PHD in an unrelated field
  - ☐ None of the above
- \* 3. Please quantify your progressively responsible executive experience in developing, implementing, and operating information technology solutions that support the key business processes and customer services of a large and complex organization.
  - ☐ Less than 3 years experience
  - ☐ 3 - 4 years experience
  - ☐ 5 - 6 years experience
  - ☐ 7 - 9years experience
  - ☐ 10 or more years experience
- \* 4. Please briefly describe your executive level experience in developing, implementing, and operating information technology solutions that support the key business processes and customer services of a large and complex organization. Make sure to include the organization size and program activities in your response.

- \* 5. Please quantify your supervisory experience on a technical and professional level.
  - ☐ Less than 4 years experience
  - ☐ 5 - 6 years experience
  - ☐ 7 - 9 years experience
  - ☐ 10 or more years experience
- \* 6. Briefly describe your supervisory experience. Please include the number of direct reports and their job titles in your response.
- 7. Do you have work experience in a municipal or County Government?
  - ☐ Yes
  - ☐ No
- \* 8. Please indicate if you have management experience in any of the following areas or programs:
  - ☐ Community Development Applications
  - ☐ Cyber Security
  - ☐ Disaster Recovery
  - ☐ General Government Applications
  - ☐ Geographic Information Services
  - ☐ Human Services Applications
  - ☐ Information Technology Policy
  - ☐ Network Communications
  - ☐ Public Safety Applications
  - ☐ Public Safety Radio Communications
  - ☐ Seat Management
  - ☐ Web Solutions and Services
  - ☐ Other
- \* 9. Please indicate the largest budget for which you have had oversight and accountability.
  - ☐ Less than \$5 Million
  - ☐ \$6 - \$10 Million
  - ☐ \$11 - \$20 Million
  - ☐ \$21 - \$30 Million
  - ☐ \$31 Million or more
  - ☐ None
- \* 10. Please describe your experience with Technology Improvement Planning. Make sure to identify your role and responsibilities in your response.

\* Required Question