



GLOUCESTER COUNTY
invites applications for the position of:

Chief Information Technology Officer

SALARY: \$115,200 +/- DOQ

OPENING DATE: 08/16/2019

CLOSING DATE: Continuous

DESCRIPTION:

***This position is open until filled; all interested applicants should apply without delay.
First review of applications will begin Monday, August 26, 2019.***

Gloucester County has an immediate opening for a Chief Information Technology Officer. We are seeking a strategic and forward-thinking, IT professional who can direct the information technology efforts for the County government, Constitutional offices, and other partners, including consultative services for Gloucester County Public Schools (GCPS). The Chief Information Officer leads the County's Information Technology (IT) function, performs complex professional and administrative work in the planning, development, implementation, and maintenance of information and telecommunications systems and related information resources operations. Responsible for IT staff, project implementations, infrastructure, networks, communications, telephone systems, websites, office automation systems, IT hardware and management of the portfolio of software systems and technical solutions across the enterprise. Reports to the County Administrator.

Examples of Duties

1. Develops, implements, and directs the information technology efforts for the County government, Constitutional offices, and other partners, including consultative services (expected average of up to 5 hours per week) for Gloucester County Public Schools (GCPS); manages the design and improvement of existing technical processes; analyzes new systems to determine feasibility and design efficiency; prepares cost estimates, spend plans, and ensures departmental compliance with all finance and accounting policies and procedures.
2. Serves as a member of the County Administrator's core leadership team and as a liaison to the GCPS Superintendent's executive leadership team, proactively engaging with team members, serving as a senior leader, advisor, and business partner.
3. Serves as a solution developer, problem solver and projects manager, working with the County Administrator and department heads on IT systems and their functional capabilities; directs and supervises a centralized program of IT resources and infrastructure focused on meeting the needs of its users while maintaining system/data security and integrity; proactively assists County offices in determining, defining and fulfilling data processing and security, records management, communications, and IT project management needs.
4. Evaluates present hardware, software, system/data security, and associated policies, procedures, and practices in data processing, records management, telecommunications, and other applicable areas and initiates or recommends changes.
5. Develops policies and procedures for the information resources function, including communications, records, work processes, as well as preventive, predictive, and reactive maintenance and repair and service activities. Designs, coordinates, and evaluates training needs related to hardware/software systems, data processing and system security, records management, communications.
6. Manages large systems procurement in the data processing and security, records management, telecommunications, and other applicable areas from needs assessment through scope development, RFI/RFP preparation, systems evaluation, selection processes and implementation. Incorporates system and data security priorities into all facets of the department's (and the organization's) operating culture and practice.



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7. Plans, oversees, coordinates and directs the work of staff, including professional, technical and support employees; ensures employees receive orientation and proper training for assigned position; assists and advises employees as necessary, resolving problems as non-routine situations arise; and supervises personnel matters (selection of new hires, employee evaluations, disciplinary actions, scheduling, etc.).
8. Develops and administers short and long range plans, as well as operating and capital budgets.
9. Serves as County liaison for local and state information technology planning, including consultations for organizations; consults and develops plans with GCPS and adjacent local governments on issues of mutual interest in information technology; maintains an active role in community issues related to local government application of information technology.
10. Manages projects and receives/directs response to emergency calls for County LAN, WAN, and enhanced 911 systems; performs public relations and information work related to a variety of projects.
11. Attends public hearings, budget meetings or Board meetings, as required.
12. Receives and responds to citizen inquiries and complaints.
13. Performs other duties as assigned.

QUALIFICATIONS:

- Possession of a Bachelor's degree in Computer Science, Management Information Systems, Public Administration or related field of study.
- Six (6) or more years of progressively responsible supervisory level experience in information technology, five (5) years of which must have been in a management capacity.
- Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Experience with Cognos Business Intelligence and/or Microsoft SQL Server Reporting Services (SSRS) is preferred.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).
- Additional preferred certifications include: Information Technology Infrastructure Library (ITIL), Cisco Certified Network Associate/Professional (CCNA/CCNP), Project Management Professional (PMP), and/or Microsoft Certified Professional (MCP).

To be considered for this position, your online application must include your cover letter, resume and professional references. A minimum of 3 professional references **MUST** be listed on the application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity AND are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description: [Chief Information Technology Officer](#)

To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions](#).)