



JOB TITLE:	CHIEF TECHNOLOGY DIRECTOR	DIVISION:	DISTRICT – INFORMATION SYSTEMS
REPORTS TO:	DEPUTY GENERAL MANAGER – ADMINISTRATION & DEV'T	EEO CATEGORY:	01 – EXEC
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under the general direction of the Deputy General Manager, Administration and Development, the Chief Technology Director oversees all activities of the Information Systems Department. The Director is responsible for being a technological systems/solutions change agent in the organization by developing and implementing a strong strategic technological direction that supports the organizational strategic vision and goals. The Director will evaluate, plan, implement, and manage a comprehensive and integrated technology and systems program through subordinate levels of IT management, supervisors, and professionals. The Director will execute IT strategic decision making through a collaborative process to ensure the effective use of the latest technology, as resources allow, as well as represent the department and the District in contacts with other agencies and organizations. The Director is also responsible for developing and implementing all security and risk assessment programs, as well as overseeing staff that are responsible for defining and implementing enterprise technological systems.

## Essential Responsibilities

- Actively participate in developing a clear technology strategy, including development and operational standards that create a robust technical environment; plays a leadership role on major technology decisions and initiatives in a manner that will enable the District to achieve its long-term objectives. This includes defining, delivering, and supporting strategic plans for implementing information technologies, and evaluating trends and anticipating needs and requirements.
- Directs technological research by studying organization goals, strategies, practices, and user projects.
- Consults with user departments to determine information systems requirements; defines priorities to develop new systems; and/or modify existing systems within the District's information systems programs to increase operating efficiency and convenience within the budgetary constraints of the District.
- Drives overall resource allocation that best fits the objectives of the organization, including working

with staff across the organization to determine priorities and communicate technology impacts throughout the decision making process, then creates a results-oriented culture that is focused around hitting milestones and achieving goals.

- Preserves assets by implementing disaster recovery and back-up procedures and information security and risk control structures.
- Administers all centralized information services, functions, and activities, including financial, payroll, human resources, purchasing, applications and operating systems applications.
- Develops and implements a comprehensive program for computer training and staff support in coordination with the Human Resources department.
- Defines, recruits, trains, leads, motivates and manages a product focused technology organization to meet company's goals and develop an environment which stimulates innovation.
- Directs and evaluates, through subordinate supervisory personnel, the systems development and programming section; reviews and approves project plans; establishes project work standards; assigns project schedules; and reviews completed documentation and programs.
- Selects contract assistance; administers contract systems; and programming services.
- Plans systems' life cycles, and anticipates and coordinates systems' interfaces.
- Develops cost and financial data as required by District budgeting procedures.
- Designs and manages data communications networks.
- Reviews options and recommends the final selection of computer hardware and business software systems.
- Ensures that employees under his or her supervision follow established safe work practices and obey all health and safety rules.
- Regular and reliable attendance and performance is required.

## Knowledge, Skills and Abilities

### Knowledge of:

- District policies and applicable Memorandum of Agreement (MOU)
- Current developments, equipment, technology and methods of administering a broad program of information systems and services to achieve meaningful, efficient, and cost-effective business applications.
- Current developments, equipment and technology in the field of voice and data transmission.
- Wide and Local Area Networking (LAN/WAN).
- Cyber-liability and cyber risk issues and risk mitigation strategies for IT Enterprise.

### Ability to:

- Analyze complex operational and information flow problems and reach sound conclusions.



- Determine information needs and explain technical matters in non-technical terms.
- Manage IT personnel, operating and capital budgets, and other administrative matters effectively.
- Demonstrate modern management and administrative principles and practices, including supervision of department operations and staff, strategic planning, goal setting, budgeting, and information technology systems planning and implementation.
- Prepare clear, accurate, and concise reports and presentations, orally and in writing.
- Develop and maintain effective working relationships with all levels of the District executive and management teams, private and public industry and community groups.
- Learn District operating policies and procedures quickly, and to plan, organize and work under pressure to meet critical deadlines.
- Work independently within broad policy guidelines.
- Develop and maintain enhanced systems for preservation of confidentiality of information exchanged in the District employees' course of doing routine business.

## Minimum Qualifications

### College level training and experience equivalent to:

- A four-year degree in Computer Science or a related field.
- Eight years of progressively responsible experience directing and supervising information technology capabilities and policies, systems analysis, design, and programming in a central computer environment, including at least three years in system development project management, or the equivalent, and wide and local area networking (LAN/WAN) required.
- Five years of recent management and executive-level administrative and supervisory experience, preferably in a computer environment.
- Experience in introducing new technologies and managing transitions from legacy systems to new technology applications is desired.

### Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.