

Deputy Chief Information Officer and IT Governance

CLOSE DATE - 12/22/2018

Salary Range \$123,000.00 – \$155,000.00

NOTICE – Job Postings close at 12:01 AM of the posted Close Date

This position is not part of the Merit System and, therefore, is neither subject to the Rules & Regulations of the Personnel Board nor provided the rights of a Merit System position.

The Jefferson County Human Resources Department has tentatively scheduled a full-day Assessment Center January 30, 2019 for those named as finalists.

This position provides leadership, guidance and coordination across the efforts of several teams in executing IT Governance processes. The role oversees Enterprise Architecture, Project Portfolio Management, IT Security, Database Administration, Compliance and Audit Governance activities. The role also plays a key part in developing the IT Strategy and providing input for IT planning and preparing reports for various Steering and Board Committees, and monitoring compliance with IT regulations and strategic objectives.

This role will ensure the development of governance elements such as:

- General IT and Enterprise Architecture tools, reference frameworks, templates, standards and policies.
- Program & Project Management (including change & knowledge management) methodologies, tools, templates, standards and policies.
- Business Technology alignment and IT Performance benchmarking.
- Governance of IT Security, Audit and Regulatory compliance.

Deputy CIO will bring with them expertise in running similar organizations in the past, and be familiar with relevant IT standards and governance frameworks, including COBIT or TOGAF.

Overall Responsibilities:

Review technology action plans to ensure reported finding and associated risks are addressed. Provides strategic leadership and guidance at the executive level in critical areas of technology administration having organization wide impact. Oversee the establishment of IT 'Competence Center' that will serve as best practice authority on methodologies and procedures across Program/ Project Management, Enterprise Architecture, Security and Compliance Governance. Oversees cross-institutional initiatives and executive level projects, fostering strategic partnerships in carrying out enterprise-wide IT services for the central IT organization. Serve as point of escalation, review and approval for key issues and decisions for all IT Governance domains. Assists the Chief Information Officer in leading overall information technology strategic planning to achieve business goals by prioritizing information technology initiatives and coordinating the evaluation, deployment, and management of current and future technology projects. Assists the Chief Information Officer in IT Governance oversight, project and portfolio management, and service delivery management. Leads the development and implementation of best practices and standards in process, design, architecture and operations of all aspects of service oriented information technology delivery. Directs programs to monitor, evaluate and improve customer

service delivery. Prepare monthly global dashboard (comprehensive IT reports including KPIs, KRIs, SLAs, project portfolio etc.) with drill down milestones.

REQUIRED EXPERIENCE AND BACKGROUND

Degree Requirements

Possesses a bachelor's degree in computer sciences, management information systems, information technology, business administration, public administration, or related field

Specific Experience

Held role directing and managing IT Governance Experience with IT Program/Project Management Held role with progressive experience applying technology to address the enterprise wide needs of an organization

Held role with progressive experience implementing information technology related policies, processes, best practices and governance structures including (TOGAF, COBIT, and ITIL) Experience working with, or knowledge of information security and audit compliance

Experience managing a work unit

Managed a work unit (10 or more people) Experience as a 2nd level manager (i.e., supervised a supervisor) Responsible for setting goals and making key decisions at a unit level Managed a budget for a work unit Responsible for evaluating the performance of those within a unit

Experience implementing and monitoring work unit strategy

Responsible for a concrete substantial change effort Developed and implemented a strategic initiative Responsible for managing and delivering results on several high-level projects at the unit level (i.e., more than individual level objectives)

Experience interacting with key internal and external stakeholders

Experience working in a high stress environment involving multiple constituents Responsible for a function that delivers services to internal and external customers Held roles involving forging positive interpersonal working relationships Responsible for the development and growth of multiple others (e.g., coaching activities, formal mentoring) Responsible for delivering complex communications to multiple parties (verbal and/or written)

Experience working in environments that require adherence to high professional and ethical standards

Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector

PREFERRED EXPERIENCE AND BACKGROUND

Degree and Certification Preference

Possesses an advanced degree (e.g., master's) in computer sciences, management information systems, information technology, or related field TOGAF or ITIL or COBIT or PMP Certified.

Specific Experience

Experience working with, or knowledge of, project and portfolio management principles

Experience working with, or knowledge of, enterprise-wide IT governance initiatives

Experience working with, or knowledge of, cloud based solutions

Experience working with, or knowledge of, information technology disaster recovery

Held role with progressive exposure to vendor and contract management

Demonstrates a track record of staying abreast of current trends and developments in the field of information technology

Experience managing a work unit

Engaged in concrete personal development activities (e.g., formal programs, taking on stretch assignments, integrating a development plan in to daily activities) Held roles in which they have delegated important responsibilities to others

Experience implementing and monitoring work unit strategy

Responsible for guiding the implementation of an innovative solution (e.g., organizational process, product) Responsible for guiding the implementation of an information technology solution intended to drive change within an organization Skill in organizing resources and establishing priorities

Experience interacting with key internal and external stakeholders

Held roles in which they were responsible for resolving conflicts and driving consensus Responsible for completing a negotiation at work Demonstrated strong interpersonal and communication skills, along with the ability to work effectively with a wide range of constituents in a diverse community

Experience working in environments that require adherence to high professional and ethical standards

Demonstrates a track record of ethical professional behavior Demonstrates a track record of understanding and respecting the practices, customs, and values of people from different backgrounds, perspectives, and cultures

For more information about this opportunity, follow the link below

<https://www.pbjcal.org/jobsquest/recruiting/default.aspx>