Chief Information Officer Job Description

Job Overview:

The Chief Information Officer (CIO) will be responsible for the overall strategic planning, analytics program, implementation of technical architecture, and management of all technology solutions, systems and department team within the Town of Stratford (Town). The CIO will collaborate with Department Heads to develop technology strategies and policies, foster a culture of digital innovation, transparency and accountability in IT, oversee the implementation of new systems, and ensure the smooth operation of all technology services. The CIO will manage direct reports on the information technology team and have oversight of all hardware products/devices (i.e. cell phones, desktops, printers, etc.)

Supervision Received and Exercised:

Receives general direction as assigned by the CAO or his/her designee. Exercises direct management over assigned personnel.

Job Duties and Responsibilities:

- Develop and implement a technology strategy aligned with the Town's goals\objectives and strategic technology plan.

- Develop, manage and monitor the annual technology capital and operational budget and ensure that technology investments are aligned with prevailing objectives and business priorities.

- Provide leadership, evaluation, guidance and retention to IT Department team and foster a culture of innovation and continuous improvement.

- Develop and maintain a plan that provides for succession and continuity for the IT department.

- Oversee the selection, acquisition, deployment, and maintenance of technology infrastructure solutions and systems (i.e. Town wide phone system).

- Maintain oversight on all IT capital projects, ensuring that commitments are properly planned, staffed, monitored and reported.

- Establish a comprehensive enterprise information security program to ensure the integrity, confidentiality and availability of the Town's information.

- Establish and enforce IT policies, processes, development standards and methodologies.

- Ensure the security, reliability, and performance of all technology services.

- Establish and maintain relationships with external vendors and service providers.

- Review, recommend, and oversee all vendors and managed service agreements for computing, telecommunications, IT services, and equipment.

- Develop and implement policies and procedures related to technology use and data privacy and security, including disaster recovery and business continuity.

- Collaborate with senior leadership to identify opportunities for technology-driven innovation and business transformation.

- Communicate technology strategy and initiatives to senior leadership, business stakeholders, and the broader organization.

- Promote the ongoing development of all IT Department personnel.

- Monitor the industry for developments in IT operations

- Oversight of the Towns Financial software programs.

- Performs related work as assigned

<u>Desired Minimum Qualifications:</u>
- Bachelor's degree in Computer Science, Engineering or Management Information System.

- An advanced degree in a related field, such as computer science, engineering and/or business (MBA) is preferred.

- Experience in a CIO or technology director role is preferred

- Able to work collaboratively with diverse leaders, communicate an IT vision and strategy across all levels of the organization, and build consensus around key initiatives and projects.

- Possesses exceptional professional acumen, analytical and problem- solving abilities.

- Strong verbal and written communication skills

- Strong knowledge of network security i.e. virus protection and data intrusion.

- Experience with financial software (MUNIS, QDS, Vision preferred)

- Team player who can collaborate with internal and external partners.

- License or Certificate: One or more of the following certifications: CISSP, CISM, CISA, CCISO or other similar certification.

- Must be available for evening meetings and participate as necessary with the Executive Management Team.

<u>Special Requirements:</u>

Must have a valid CT Driver's license and be able to travel for business related needs.

<u>Salary Range:</u>

$120,000 - $ 130,000 DOE

Applications can be found at www.townofstratford.com/humanresources and should be submitted to the following:

Town of Stratford
Human Resources Department
Stratford Town Hall
2725 Main Street, Stratford, CT 06615