



ASSISTANT CHIEF INFORMATION OFFICER

FC: 00153
PB: N12
FLSA: Exempt

PC: 950
BU: 95 (NR)
Created: March 2016
Updated: March 2016

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.

DEFINITION

Administers plans, directs, manages and oversees the activities and operations for the assigned Information Technology Area. Develops and executes knowledge management plans, oversees and manages the execution of complex technological implementation and integration projects; coordinates assigned activities with other departments and outside agencies; provides highly responsible, complex administrative and technical support to the Chief Information Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This class manages, through subordinate managers, all implementation, integration and support activities related to the successful deployment and life cycle management of assigned activities and assets. The incumbent will utilize best practices in technological engineering, maintenance, project management and asset management activities to ensure assigned assets efficiently support the District's Strategic Plan. Incumbent(s) are accountable for accomplishing departmental goals and objectives within general policy guidelines. This class is distinguished from the Chief Information Officer, in that the latter has overall responsibility for directing all District technology functions.

REPORTS TO

The Chief Information Officer and/or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all assigned assets, which may include single or multiple categories of asset types.
2. Manages and participates in the development and implementation of departmental goals, objectives, policies and priorities for each assigned division.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of assigned area's service delivery methods and procedures, provides recommendations for improvement, and allocates resources accordingly.

4. Plans, directs and coordinates, through subordinate level staff, the assigned work plan; assigns projects and programmatic areas of responsibility; establishes clear responsibility for personnel safety programs and processes, reviews and evaluates work methods and procedures; assess and monitors workload: identifies opportunities for improvement; meets with key staff to identify and resolve problems: and directs and implements changes.
5. Participates in the development and optimization of business management systems; analyzes and utilizes data to make management decisions and measure organizational performance; enforces compliance with business processes; provides resources, data and expertise that contribute to the formulation and execution of District knowledge management processes and plans.
6. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of systems, and maintains a very high level of technical expertise; provide strategic direction in the research, analysis, development and implementation of new technology; and manage and execute the resolution of complex technical problems.
7. Oversees and participates in the development and administration of the departmental budget; provides annual and long range forecasts of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. In coordination of designated personnel manages and supports labor relations issues including Department and District labor-management relations, investigations, grievances and arbitrations, contracting notifications, and negotiations.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
11. Represents the District to representatives of manufacturers, vendors, governmental agencies and professional and business organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
12. Provides responsible staff assistance to the Chief Information Officer; participates on various District management committees; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

Operations, principles, and activities of comprehensive enterprise technology programs

Principles and practices of comprehensive knowledge management programs

Principles and practices of design for assigned asset categories.

Principles and practices of modern technological maintenance management.

Principles and practices of project and contract management.

Principles and practices of program development and administration

Principles and practices of policy development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Managing comprehensive enterprise technology programs.
Managing technology design programs
Managing maintenance programs
Delivering capital projects
Utilization and analysis of data as a basis for decision making
Developing and administering departmental goals, objectives and procedures.
Analyzing and assessing policies and operational needs and making appropriate adjustments.
Identifying and responding to sensitive community and organizational issues, concerns and needs. Project Management
Delegating authority and responsibility.
Selecting, supervising, training and evaluating staff.
Preparing clear and concise administrative and financial reports.
Preparing and administering large and complex budgets.
Interpreting and applying applicable Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in Information Technology, Law or Business or a similar field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable enterprise technology experience, in the identified technological area, which must have included at least three (3) years of management and administrative experience.

Other Requirements:

Experience with enterprise technology activities in a public transit setting is highly desirable.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

License or Certificate:

None

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; rail right of way environments; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 0110

Safety Sensitive Designation: Not Safety Sensitive