

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1101

TITLE: DIRECTOR OF INFORMATION TECHNOLOGY (Chief Technology Officer)

GRADE: E-13

DEFINITION:

Under the administrative direction of the Chief Information Officer, directs and manages the Department of Information Technology charged with performing all aspects of information technology needed to support the County government and citizens, from inception, through planning, to delivery; develops a comprehensive technological strategy that proactively positions the County for future growth and success; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Advises the Board of Supervisors and senior management on information technology;
Works directly with the CIO in advancing and marketing the County's technology and e-government capabilities;
Manages a portfolio of IT projects and oversees the day-to-day operation of computer system projects, data processing operations, and voice and data communications activities;
Directs and participates fully in the formulation of enterprise-wide business strategies and plans;
Develops County-wide information technology (IT) plans (strategic and tactical);
Manages County-wide investment in information technology assets;
Conducts research for, provides technical advice to, and responds to requests for information from, the Board of Supervisors and County officials;
Coordinates the establishment of County-wide information technology architecture, policies, and standards;
Studies, evaluates, plans, and implements new research programs and techniques;
Ensures information technology training is provided both for department staff and for County staff needing information technology to accomplish their duties;
Provides consulting support for business process redesign activities, computer system development, network management, etc.;
Oversees the preparation and administration of the departmental budget.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of information systems analysis, design, construction, integration, operation, security, and maintenance;
Knowledge of the principles and practices of process innovation, and re-engineering/redesign;
Knowledge of the principles and practices of data administration and database administration;
Knowledge of the principles and practices of organization and management;

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Demonstrated knowledge of the principles and practices of project management, contract management, and vendor relationships;

Ability to foster and maintain successful customer relationships and provide quality service;

Ability to analyze complex technical data and draw sound conclusions;

Ability to organize, plan, and direct a variety of complex technical operations;

Ability to present ideas effectively, both orally and in writing;

Ability to maintain effective working relationships with associates, County officials, and the public;

Ability to work with senior management to identify business opportunities and achieve successes through effective employment of technology.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a master's degree and major course work in information technology, computer science, business administration or a related field; PLUS

Ten years of increasingly responsible managerial experience in applying information technology to meet the needs of a government or business organization.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

SPECIAL REQUIREMENTS:

None.

EXEMPT CODE CHANGE:

June 2009

REVISED:

December 4, 2003

ESTABLISHED:

July 18, 1994