

**Cayuga County**

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# Recruitment Notice



**Chief Information Officer**

# Chief Information Officer

## The Position / '8 YdUfha Ybh

The CIO is responsible for providing seamless and reliable information technology services for county operations by giving oversight and direction to the IT department, and providing county leadership with vision, counsel and guidance regarding varied policy and technological systems, standards, and solutions in support of the county's operations.

The CIO oversees a hybrid staff of seven county and contracted employees, including a server administrator and technicians who provide network design, data security, communications, and technical installation and maintenance services as well as training to over 600 county employees in 30 departments in various locations. The 2019 IT budget is over \$2 million.

## The Vision

The CIO will join a growing leadership team. The position requires demonstrated strategic leadership skills, extensive experience in the development of customer-oriented services, and proven ability to collaborate and communicate effectively with a wide range of internal and external stakeholders.

Appointed by the County Legislature with operational oversight by the County Administrator, the CIO serves in a key leadership position and advises on emerging technologies and trends that are most relevant to the evolving needs and expectations of county government service delivery.

The CIO will keep up with industry trends, regulatory requirements, and operational needs, and is able to explain and teach how technology solutions can improve operations.



# Chief Information Officer

## The Ideal Candidate

Cayuga County's next CIO has a strong community and customer-service focus and has an excellent understanding of where government services can and should be enhanced by technology. The successful candidate recognizes the dual role of providing county staff with the best technology and training to support their daily activities, and ensuring that residents experience the best service delivery supported by the latest IT solutions. The hired candidate is a dynamic and engaging team leader who has the ability to develop a highly qualified team of IT professionals with a customer-first mentality, foster a culture of innovation and transparency, and ensure continuity of service by developing a succession plan for the IT department.

The ideal candidate will have the patience to work through multiple projects and time lines, along with the tenacity and perseverance to finalize projects. The hired candidate is expected to set a positive example of competence, professionalism, energy, and work ethic for the organization and community. The successful candidate must possess a strong focus on community needs and the communication skills to engage stakeholders in finding common solutions.



## Education & Experience

The ideal candidate will have 10 years of experience directing people, budgets, and technology operations and services. Experience as a government CIO, CTO, IT or ITS Director, or Systems Administrator, and a relevant master degree in computer science, information technology, management information systems, business management, or public administration is preferred.

## Compensation & Benefits

The salary range for this position is \$75,000 - \$90,000 annually, based on qualifications and experience, with a competitive compensation package that includes health benefits and participation in the NYS pension system. For questions, contact Mike Russell at [mrussell@cayugacounty.us](mailto:mrussell@cayugacounty.us) or (315) 253-1480.

## Apply

To apply and view minimum qualifications go to <https://mycivilservice.cayugacounty.us/jobopps>.

## The Community

Cayuga County is a great place to live and work and offers extensive opportunities for entertainment, outdoor and cultural activities. In the middle of the Finger Lakes wine country, you can enjoy crystal clear lakes, spectacular scenery, charming villages and award-winning wines. From boating and fishing on one of our eight lakes to enjoying music, theatre, fine arts and history, you will find our Finger Lakes culture rich and varied.

Cayuga County (population 80,000) is located in the western central part of the state, in the Finger Lakes region. Owasco Lake is in the center of the county, and Cayuga Lake forms part of the western boundary. Lake Ontario is on the northern border, and Skaneateles Lake and Cross Lake form part of the eastern border. The county has a total area of 864 square miles, of which 692 square miles is land and 172 square miles (20%) is water. Cayuga County has more waterfront land than any other county in the state not adjacent to the Atlantic Ocean. The county was named for one of the tribes of Indians in the Iroquois Confederation.

Cayuga County is strategically situated near major upstate population centers (Rochester, Syracuse) and is home to both major industrial enterprises and robust small businesses. The county-wide workforce of over 40,000 is heavily engaged in the agricultural, manufacturing and services sectors. The county is home to Cayuga Community College and Wells College. The cost of living in Cayuga County is 3% below the national average and 29% below the state average.



The City of Auburn (population 27,000) is Cayuga's county seat and its largest community. Auburn's first-rate historical and cultural attractions such as the Harriet Tubman Home (Underground Railroad) and Seward House Museum, which jumped to national attention in the best-selling book, 'Team of Rivals', blend with charming ethnic neighborhoods and first-class entertainment at the Merry-Go-Round Playhouse and Auburn Public Theater. Watch the Auburn Doubledays play baseball at Falcon Park or see where sound on film was invented at the Case Research Lab. Auburn is the location of many county-wide government offices, banking and finance, legal and medical services. Downtown Auburn is the hub of business activity and in the Downtown Business Improvement District alone there are over 200 retail, financial, food, entertainment and professional businesses as well as dozens of not-for-profit organizations and government agencies.

Cayuga County's smaller towns and villages are truly the essence of what the Finger Lakes are all about – rural charm with a sophisticated flair. Aurora, on the east side of the longest of the Finger Lakes, Cayuga Lake, has been said to have a 'Norman Rockwell' quality and it lives up to its reputation.



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: Chief Information Officer (CIO)  
Jurisdictional Class: Non-Competitive  
Civil Division: Information Technology  
Adoption: CSM 10/24/14  
Revised: CSM 3/11/15, 8/10/16

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

The Chief Information Officer (CIO) is responsible for the Information Technology Services for the County; performs duties as required. The CIO is responsible for providing County Leadership with counsel and guidance regarding varied technological systems and solutions in support of the County mission. The CIO implements initiatives as directed through the application of hardware, software and human resources as dictated by objectives. The CIO communicates recommendations, status updates and proposals through regular formal and informal vehicles. The CIO exercises departmental leadership with the highest of professional and technical expertise. Reporting to the County Administrator, the incumbent performs related assignments as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Provide county wide Information Technology systems architecture design and strategic vision to achieve County goals;  
Plan and prioritize Technology initiatives and coordinate the evaluation, deployment, and management of current and future technologies;  
Collaborate with the appropriate departments to develop and maintain a technology plan that supports organizational needs;  
Information Technology Operations and Security policy and procedure development, implementation, administration and compliance;  
Manage and prioritize day to day Information Technology departmental operations;  
Communicate County' technology vision via regular written and in-person communications with the County Administrator, Elected officials, department heads, and end users;  
Adopt and maintain technical standards for the purchase, implementation and operation of technology solutions including hardware, software, data security, networks, phones and other technologies as required;  
Assess and communicate risks associated with technology-related investments and purchases;  
Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations;  
Ensure continuous delivery of technical services through oversight and monitoring and review of systems, programs, and equipment performance;  
Provide work assignments to department staff;  
Manage projects including staff scheduling, vendor scheduling and inter-departmental communications;  
Budget forecasting, planning and management to ensure successful ongoing Information Technology service delivery throughout the County;  
Complete duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Must provide “C” level vision, leadership, strategic planning and execution;  
Demonstrated ability to apply technology solutions to business problems;  
Extensive knowledge of current technology including, but not limited to hardware platforms, operating environments, enterprise software applications, on premise and off premise systems and data management, security and protection;  
Exceptionally self-motivated and directed;  
Ability to set and manage a list of ever changing priorities and expectations;  
Ability to articulate to both technical and non-technical audiences;  
Proficient at project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment.

**MINIMUM QUALIFICATIONS:**

- (A) Bachelor’s degree in Computer Science, Mathematics, Business Administration or a related field, and six years of related experience, three of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or;
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree in Computer Science or a related field and eight years of related experience, five of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or;
- (C) Graduation from high school or possession of an equivalency diploma and ten years of experience in Information Technology, seven of which must have included experience as a Chief Information Officer, Information Technology Director or similar senior level position managing Information Technology operations; or
- (D) An equivalent combination of the training and experience as stated in A-C above.