CITY OF AURORA
JOB DESCRIPTION

JOB CODE: 280
SALARY GRADE: E19
EFFECTIVE/UPDATED: 7/15/2021

CHIEF INFORMATION OFFICER

Definition

Under the direction of the Mayor, the Chief Information Officer directs, plans, and manages the City's Information Systems policies to assure the development and implementation of data processing, computer operations, and related functions (communications, office systems, production activities, etc.) As a member of the top management team, the CIO participates in planning and coordinating the strategic plan with the development of information systems.

Equipment/Job Location

The noise level in the work environment is usually moderate. Performs most duties in an office environment. The employee frequently is required to sit.

Essential Functions of the Job

- Developing strategic plans identifying Information Technology applications supporting business plans or creating new strategic options
- Planning and controlling staffing and development, organization, hardware acquisitions, and facilities for the Information Technology department to ensure consistency with and support of the City's business plans
- Directing the design, development, and maintenance of systems, programs, and systems software to meet the City's needs
- Administering and controlling the information systems expense budget towards a cost-effective operation
- Compiling and reviewing records to determine department productivity, quality of output, and cost of service; developing methods to continually improve results
- Gaining knowledge in systems and hardware developments to ensure incorporation of new developments in future systems
- Maintaining close contact with representatives of firms providing data processing hardware, software, and support service
- Creating, maintaining, and enforcing written policies and procedures regarding all computer operations in the Information Technology Department and throughout the City
- Performing other duties as assigned

Required Knowledge and Abilities

- Requires the ability to establish and maintain good working relationships with City personnel, other agencies and vendor support personnel.
- Requires ability to work on weekends and second/third shifts on occasion.
- Interpersonal skills are required to deal with personnel situations; need to persuade and sell in the liaison role with top management calls for a high degree of human relations skills
- Considerable management skills are required to successfully perform the planning, directing, reporting and administrative responsibilities of this position
- Comprehensive knowledge of information systems technology subjects and extensive knowledge of hardware and software with the ability to keep abreast of new technologies

Qualifications for Hire

- Bachelor's degree in Computer Science and at least 7 years work experience in all phases of computer operations
- 10 to 15 years of experience in managing one or more major information processing functions (operations, development, etc.) and/or advanced college training in management
- Requires possession of a valid Illinois driver's license.