

# Market Range Detail - Deputy Director - OET/Advanced Services

## Effective Date

March 16, 2011

## Market Range Title Description

This single position market range title is responsible to provide technology vision and leadership in the development and implementation of information technology (IT) programs. The Deputy Director over Advanced Services assists the Chief Technology Officer/Chief Information Officer in leading the County in planning and implementing enterprise information systems to support both distributed and centralized business operations and achieve more effective and cost beneficial enterprise-wide IT operations providing IT consulting, business analysis, project management, and applications development and support to County departments and end users.

The Deputy Director provides significant input and guidance to the Chief Technology Officer/Chief Information Officer influencing executive decisions that direct the operations of the department and the technology services of the County. The incumbent provides strategic and tactical planning, development, evaluation, and coordination of the information and technology systems for the County, facilitates communication between staff, management, vendors, and other technology resources within the organization and designs, implements, and evaluates the systems that support end users in the productive use of computer applications and resources. Work is accomplished through a large staff of IT senior managers, supervisors, professionals, and technical support positions.

Typical duties include: assisting the Chief Technology Officer/Chief Information Officer in the implementation and administration of information and communication technology pertaining to the functional areas of advanced services assignment; directing the overall management of employees in advanced services functions (such as IT consulting, business analysis, project management, and applications development and support) within the County's central technology department; managing projects from conception and development through implementation; overseeing the selection, acquisition, implementation, development, and maintenance of major information systems for the County including applications, business solutions, user training, and support; maintaining best practices in systems documentation, policies, and procedures; developing, maintaining, and communicating policies and standards aimed at maximizing effectiveness and minimizing costs; managing the implementation of County-wide information systems, applications and networks; developing technical standards, deploying applications and technology; analyzing service requests from an operational and strategic perspectives and determining possible solutions and implementation strategies, including cost-benefit and return on investment analyses; evaluating alternatives and recommends solutions that maximize effectiveness and minimize costs commensurate with acceptable risks; ensuring the availability, continuity, and security of data and information technology services; developing and monitoring performance standards, and implement new projects.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$50.35	\$64.31	\$78.27

## Likely Minimum Qualifications

- Bachelor's degree in computer science, public administration, business administration or related field
- Minimum of ten years of related work experience including a minimum of five years of management and support of information systems and information technology. Direct management of major IT projects is preferred.
- Master's degree in computer science, public administration, business administration, or related field may be preferred
- Significant experience in technology and information systems planning to support business goals. Experience with exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site client-server environment.
- Other combinations of education and experience may be considered in substitution for minimum qualifications

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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## Working Titles

- Deputy CIO – Advanced Services

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