



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 469.7

Job Title: **ASSISTANT DIRECTOR - CHIEF TECHNOLOGY OFFICER (CTO)** (Exe Lvl)

Pay Grade: 34

GENERAL SUMMARY

The purpose of this position is to manage the technology strategy and operational performance for a mid-sized City Department other than HITS. Aligns the technology strategy to support business objectives and priorities.

RESPONSIBILITIES

STRATEGY: Collaborates on the development of overall business strategy for the department or enterprise. Brings current knowledge and future vision of technology and systems as related to the organization's competitive position. Determines long-term organization-wide information needs and develops overall strategy for information needs, systems development and hardware acquisition, and integration into existing computing platforms and applications. Identifies changes and trends in computer and systems technology and interprets their meaning to senior management. Drives innovation and strategic solutions by providing value propositions; develops business plans for technology functional areas to support overall department or enterprise business objectives.

MANAGEMENT: Leads department technology organization. Accomplishes business results by aligning technical staff goals to business plan objectives. Communicates job expectations; plans, monitors, and evaluates job results; coaches, mentors, appraises, and disciplines team members; develops, coordinates and enforces systems, policies, procedures, and productivity standards. Maintains high performing staff by recruiting, selecting, orienting, and training team members; maintaining a safe, secure, and discrimination-free work environment; develops personal growth opportunities. Prepares workforce development plans to ensure future skillset and resource requirements are proactively addressed.

OPERATIONS & MAINTENANCE: Ensures that technology operational performance meets or exceeds business objectives. Facilitates procurement of goods and services necessary to run the business and implement projects. Sponsors strategic technology projects; reviews and approves project scope, schedule, budget, and quality metrics. Monitors key performance indicators (KPI's) for technology operations and support activities to ensure quality of service and to meet service level agreements. Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Safeguards assets by reviewing and approving disaster recovery and back-up procedures and information security and control structures.

CUSTOMER SERVICE: Establishes service level agreements and metrics. Functions as business partner; builds business relationships with stakeholder representatives and frequently interacts with to discuss technology applications services and assess customer satisfaction.

TEAM EFFORT: Serves as business partner to senior leadership within stakeholder groups to facilitate alignment with business objectives, initiative prioritization, and operational problem resolution.

SPECIFICATIONS:

KNOWLEDGE: Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS), Engineering, or a closely related field. A Master's degree in Computer Science, Management and Information Systems (MIS), Engineering, or a closely related field may be substituted for up to two (2) years of the experience requirement.

EXPERIENCE: At least twelve (12) years of experience of progressively responsible management roles for a department or enterprise IT environment that includes five (5) years managing a technology team.

COMPLEXITY: Work is non-standardized, highly complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS: Errors in work lead to significant costs and problems, and may have significant impact on the performance of the department. The incumbent generally receives strategic direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives, and acts as an advisor to senior business leaders within the department, as well as COH CIO /Deputy CIO / CTO counterparts. Ability to pass and maintain federal security clearances may be required.

SUPERVISION EXERCISED:

Direct Supervision: Involves scheduling, management and evaluation of work, recommends personnel actions, such as hiring, terminations, pay changes of management and senior technical personnel.

Indirect Supervision: Often manages indirect reports associated with multi-discipline or multi-department project teams and consultants.

CONTACTS:

Internal Contacts: Level of internal contact is primarily with the Mayor, City Council members, Department Directors, Deputy Directors, Assistant Directors, Managers and other COH officials. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts: Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies, media representatives and professional contacts with affiliated organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT: The position is physically comfortable; the individual has discretion about walking, standing, etc. Operates a motor vehicle.

WORK ENVIRONMENT: There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Ability to pass and maintain federal security clearances.

PHYSICAL SKILL: Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

MISCELLANEOUS: Performs related work as required.

JOB FAMILY: Information Technology – Other

Technical Track: technical foundation in any technology job family, then progressively responsible management experience as shown below.

Management Track:

IT Lead -- (any technology job family)

IT Manager -- (any technology job family)

IT Assistant Director – (any technology job family)

Deputy Director – Chief Technology Officer (CTO)

Effective: May 2019