We are currently accepting applications for the full-time position of:

Chief Information Officer
Information Services

Anticipated Hiring Range: $93,505 – $105,683
Maximum Position Salary Range: $117,791
With excellent benefits

*Note this figure demonstrates the anticipated hiring range.
Candidate's education, experience and issue of internal equity will be considered.

The *REQUIRED* Town of Lexington application must be received in the Town's Human Resource Department by Friday, May 6, 2016

GENERAL PURPOSE

Responsible for oversight of the Information Services and Town Clerk departments. Leads and develops strategic, information-technologies planning for the Town; provides direction to the Town Manager and Senior staff in the integration and alignment of technology for the Town organization.

SUPERVISION RECEIVED

Works under the general direction of the Town Manager.

SUPERVISION EXERCISED

Responsible for the supervision of Information Services and Town Clerk functions, directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads the organization and staff on information technology solutions that support departmental operations. Oversees management of organizational technology projects and organizational

project management applications. Evaluated cost-benefit analyses of proposed IT changes and initiatives as they relate to organizational goals.

Presents the annual IS operational and financial plan, which prioritizes and incorporates IT initiatives into the annual budget process. Prepares and administers departmental operating and capital budgets for Information Services and Town Clerk departments; performs long-range planning for information technology.

Organizes and oversees direction in IS operations including the implementation and maintenance of the enterprise-wide administrative computers, systems software, and connectivity of the Town. Provides direction in the area of IS applications, maintaining and supporting the use of enterprise software needed to meet the operational, management, and reporting requirements of the organization.

Evaluates needs for information technology; coordinates services related to information technology; consults with users in order to improve efficiency and effectiveness.

Recommends and develops policies and practices to improve the effectiveness and use of information technology.

Leads and oversees digital public communication initiatives, including web and social media landscape, to support organizational goals.

Provides oversight in establishing policy and procedures for the Town Clerk's Office in the management and implementation of statutory responsibilities and organizational role in records and information management, with emphasis in the realm of electronic records

Sets and enforces enterprise wide security policies for all IT assets. Sets and enforces standards for all hardware and software, including desktop PC servers and network equipment, software applications, database engines, and network protocols. Works collaboratively with the school department, its technology staff, in development, funding, and management of an effective network for technology operations and service delivery to meet identified needs and priorities.

Develops a customer service approach for staff in serving and meeting needs of employees, including the support of help desk PC desktop applications, IT training, and enterprise-wide telephone communications, . , promoting a departmental approach that seeks to understand and address the technology needs of departments.

Ensure the planning, design and implementation of effective computer training programs for all users.

Actively participates as a member of the Senior Management Team. Work collaboratively within the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments

QUALIFICATIONS

Experience and Training Guidelines

Bachelor's Degree and seven to ten (7-10) years of experience in management, information technology, system planning, GIS, or related field, or any equivalent combination of education and experience. Master's degree in Public or Business Administration preferred.

Knowledge of:

Operational characteristics, services and activities of comprehensive municipal technology applications.

Organizational and management practices as applied to the analysis and evaluation of information technology programs, policies and operational needs.

Methods and tools for management of vendors, needs assessments of hardware and software for users, troubleshooting, integration of applications, research, project management, basic financial analysis, supervision, training, and performance evaluation.

Electronic data management systems.

English usage, spelling, grammar and punctuation.

General mathematical principles.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Establish and maintain effective working relationships; develop and sustain organizational culture of supportive and responsive delivery of services meeting electronic needs of departments.

Plan, organize, direct and coordinate the work of staff; select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Makes presentations and prepares reports and plans.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Multitask and maintain composure under duress.

Manage complex technology projects.

Communicate clearly and concisely, both orally and in writing; prepare clear and concise reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others*
- *Monitoring activities and operations*

Maintain mental capacity which allows the capability of:

- *Making sound decisions and using good judgment*
- *Demonstrating intellectual capabilities*
- *Evaluating the effectiveness of programs and personnel*
- *Prioritizing and assigning work activities*
- *Analyzing and interpreting data and trends*
- *Estimating time and resources needed for projects*

Maintain physical condition appropriate which permits:

- *Sitting for extended periods of time*
- *Operating assigned equipment*

TOOLS AND EQUIPMENT USED

Personal computer (including word processing, spreadsheet, database, and IT monitoring) and general office equipment (e.g., telephone, copier, facsimile, laptops, cell phone).

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

In performing the duties of this job, the employee is routinely required to talk, hear, sit, , and apply significant manual dexterity in combination with hand-eye coordination. The employee is occasionally required to lift and/or carry up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is mostly performed in office settings, though the employee also works with technology that could pose an electrical hazard.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo an extensive background check including CORI screening.

Applications and resumes must be received in the Town's Human Resource Department by Friday, May 6, 2016

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590