

City of Dallas
Classification Specification

Title:	Chief Information Officer	Class Code	24327
Application	Single Incumbent	Pay Grade	R
Supplemental/Code	Supervisory/0	Established	10/01/94
FLSA Status:	Exempt	Revised	01/01/09

Position Purpose

Plans, organizes, directs, and controls all data processing, programming, local network support, radio and data communications, telephone communications, and vehicle fleet management for the City of Dallas.

Essential Functions

1. Plans and directs data processing encompassing technical computer system design, systems analysis, applications programming, the centralized computer facility operation for all major citywide systems and all data communications including in-house and inter-building fiber optic networks to ensure effective operation.
2. Plans and directs the installation, maintenance, and continuous operation of the 911 emergency system and fire and police emergency dispatch systems.
3. Plans and directs the citywide telephone system including over 7000 phone lines to provide effective service.
4. Plans and directs all citywide radio communication systems including all police, fire, streets, water, and health systems as well as the microwave backbone network to ensure effective communication.
3. Directs the fleet management program including procurement, preventative maintenance, and service for a fleet of over 4300 city owned vehicles to provide vehicles to user departments.
4. Supervises including hiring, training, performance evaluation, and other personnel actions to ensure quality and productivity standards are maintained.
5. Provides long range and comprehensive planning for the acquisition of all new technology and services and the upgrade of existing equipment to continuously improve service delivery, reliability, and workforce productivity.
6. Directs the operating budget to ensure expenditures remain within projected parameters.
7. Establishes policy and reviews procedures and ensures all internal control procedures are followed to provide proper accountability and compliance with regulations.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of all computer systems and developments.

Thorough knowledge of telecommunications hardware and systems.

Knowledge of personnel management functions and ability to supervise a large workforce.

Knowledge of budget processes and ability to administer a budget.

Knowledge of the legal and procedural environment associated with major high technology procurement.

Ability to interpret departmental needs for technology and translate these into procurement in the most cost-effective manner.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Incumbent works in an office/administrative environment and is not normally exposed to any physical hazards.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.