



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0100

**DEPUTY CHIEF INFORMATION OFFICER & DIRECTOR
INFORMATION TECHNOLOGY DEPARTMENT**

GRADE T

SCOPE OF WORK:

Work involves responsibility for administration and management of all operational functions providing an array of centralized information technology and related services within the Information Technology Department as required under Chapters 54-44.6, 54-44.8, 54-46, and 54-59, NDCC. The incumbent in this position reports to and serves as deputy to the State's Chief Information Officer.

DUTIES PERFORMED:

- Conduct overall strategic planning, organizing, and coordinating of activities associated with providing statewide information technology and networked communications services to all state agencies and institutions, city and county governments, and K-12 education.
- Provide direction and leadership in the development, implementation, and maintenance of statewide information technology plans, policies, standards, and guidelines.
- Develop and implement operational policies and procedures to accomplish required duties of the department and to meet established goals and objectives.
- Ensure the development, implementation, and maintenance of a services billing and payment system and related budgeting system as required for services to governmental entities on a statewide basis.
- Manage the fiscal, human, and materiel resources of the department.
- Provide for contracted services as needed or determined to be feasible.
- Establish standards of work performance for employees; manage activities through subordinate associate directors and other supervisory staff; and establish evaluation and measurement criteria for evaluation of performance.
- Provide input to policy and legislation affecting the services provided by the department.
- Represent the department to internal and external public and private organizations.
- Represent the Chief Information Officer and participate in events and activities in his/her absence, including participation in the Governor's executive staff planning and policy-setting activities.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with emphasis in business administration, computer science, or a closely related field, and five years of current and progressively responsible work experience that included management of staff and administration of a major function. Duties must have included responsibility for on-going development and implementation of policy relating to the design, development, and implementation of information technology on a large-scale basis. The hiring authority may require more specific education and experience requirements and may allow substitution of up to two years of the education requirement with additional qualifying work experience on a year-for-year basis.

Eff. Date: 5/97

Rev: 1/00 – Changes to reflect creation of new agency

Rev: 8/01 – Reviewed grade to reflect additional responsibility

Rev: 11/03 – Changed title (formerly Director of Operations, ITD)

Rev: 7/12 – Conversion to Hay System