



## Chief Information Officer

**Salary:** \$109,119-\$157,966 Annually

**Posting Date:** July 1, 2021

**Benefits:** Exempt Position/Full-Time/Excellent Benefits

**Filing Deadline:** August 1, 2021

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### **JOB SUMMARY**

Under policy direction; exercises authority and responsibility for Information Technology department; provides strategic direction, policy guidance, and the IT services necessary to meet the District's operational objectives; and maintains responsibility for overseeing and coordinating all IT initiatives, projects and programs.

### **ESSENTIAL FUNCTIONS**

Develops and communicates a strategic direction, as well as operating and control strategies for IT to achieve consensus with District stakeholders and ensure that District management and staff agree with IT strategy. Provides executive level direction on all activities, policies and procedures pertaining to the Information Services, department and/or others assigned by the General Manager/CEO; and ensures that all programs are appropriately budgeted, planned, organized, and staffed to meet District's business objectives.

Oversees the selection, supervision, motivation, evaluation and discipline of staff and ensures the development of technical skills and competencies of professional staff, in coordination with Human Resources; as needed. Directs the development and maintenance activities for all information technology systems, including hardware, software, and wired and wireless networks to ensure reliability, availability, security, and recovery capability. Develops and recommends the IT investment plan; establishes District-wide standards and system architectures; and provides the technical vision that supports the strategic planning process. Stays abreast of changing information technologies and communicates business implications of technical alternatives to the Board of Directors, General Manager/CEO, and Executive Staff. Manages vendor and consultant relationships through effective negotiations and administration of contracts for IT equipment and service, and customer services functions. Ensures effective management of all projects and ensures appropriate controls and communication plans are in place. Ensures consistently excellent customer service experiences both for internal and for external customers and partner agencies. Responsible for representing the District, and making presentations to the Board of Directors, public, private, and community groups; regarding the District's technology and special projects.

Performs related duties as defined and directed by the General Manager/CEO.

### **KNOWLEDGE, ABILITY and SKILLS**

Knowledge of contemporary IT technologies and systems, including software, hardware, network and communication technologies, and best practices; knowledge of strategic planning methodology and deployment practices; procedures and practices of project management and control; knowledge of management techniques including leadership, communication, organizational development, team building and conflict resolution. Ability to bring people together and develop consensus among user groups affected by the introduction of new technologies; ability to conduct research and stay current with technological advancements and trends in IT and make recommendations to General Manager/CEO, Board of Directors, and Executive Staff regarding the pros, cons, and cost effectiveness of potential new technologies and systems; Ability to track multiple complex projects in multiple departments; Skill in communicating technical concepts to business management and staff; ability to communicate effectively, both orally and in writing; and establish and maintain effective working relations with those encountered in the course of work.

### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

Equivalent to a Bachelor's Degree from an accredited college or university in Computer Science, Business Administration, Public Administration or a closely related field. A minimum of five (5) years of senior level management in Information Technology.

### **FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Offices, 19 Upper Ragsdale Drive, Suite 200 Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; or by visiting MST online at <http://www.mst.org>.

**SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attn. Human Resources, 19 Upper Ragsdale Drive Suite 200, Monterey, CA 93940. Applications must be submitted with a DMV printout form K4. Resumes will not be accepted in lieu of a completed application.

### **ADA**

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

**EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER**