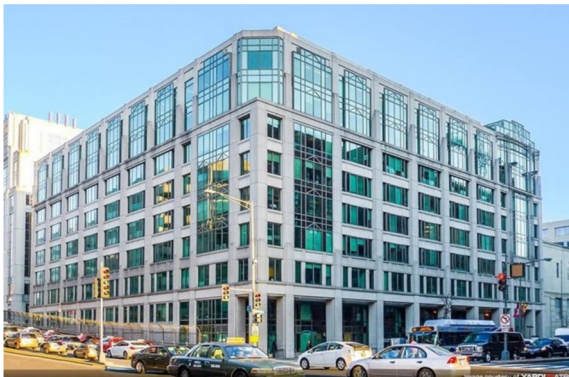


ICMA

International City/County Management Association

Chief Information Officer



*777 North Capitol Street, NE, Suite 500
Washington, DC 20002-4201*

About ICMA

Founded in 1914, the International City/County Management Association (ICMA) advances professional local government through leadership, management, innovation, and ethics. ICMA's vision is to be the leading professional association dedicated to creating and supporting thriving communities throughout the world.

ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to over 12,000 city, town, and county managers, their staffs, and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas. The association promotes and embraces diversity among its members, including a governing board that reflects ICMA's membership and the communities served.

Vision

ICMA's vision is to be the leading association of local government professionals dedicated to creating and supporting thriving communities throughout the world. We do this by working with our more than 12,000 members to identify and speed the adoption of leading local government practices in order to improve the lives of residents. ICMA offers membership, professional development programs, research, publications, data and information, technical assistance, and training to thousands of city, town, and county chief administrative officers, their staffs, and other organizations throughout the world.

ICMA Executive Board

The ICMA is a 501(c)(3) nonprofit organization comprised of a 21-member Executive Board that acts in the capacity of directors, overseeing the organization's financial, member-related, and programmatic affairs and selecting the ICMA president. The Board also enforces the organization's Code of Ethics, which governs the professional and personal conduct of the membership. The ICMA Executive Board is made up of the president, president-elect, past president, and 18 vice presidents. Three vice presidents are from each of the organization's five U.S. regions (Northeast, Southeast, Midwest, Mountain Plains, and West Coast), and three are from countries outside the U.S.

The Position

The CIO position is responsible for the management of a portfolio of IT solutions, services and suppliers, designed to ensure best value to ICMA's operations. The position will facilitate the delivery and maintenance of IT solutions for ICMA's operational departments. Systems include cloud services, virtual/physical servers, storage, networking, cybersecurity, applications, desktop, and building systems. The CIO will oversee a FY 2022 budget of \$1.8 million and provide leadership to 6 professional staff members.

Essential Functions and Responsibilities

Strategic Program Management, Oversight and Guidance

Provides policy, leadership, and strategic direction, ensuring that all IT missions and functions are prioritized and executed within the framework of ICMA's strategic planning, priorities, and allocated resources. This includes data management, networks, IT acquisition, technology innovation, cybersecurity, cloud computing and approved IT projects.

- Directs or oversees all large-scale IT initiatives to ensure agility and the achievement of specified goals and objectives.
- As part of ICMA's Leadership Team, the CIO provides executive-level leadership and direction in matters relating to vision, policies, priorities, and objectives.
- Identifies, assesses, and prioritizes IT risks to data and systems, including external threats, cyber-crimes, internal threats, and third-party risks.
- Advises relevant stakeholders on the appropriate courses of action to mitigate or eliminate risks.
- Advances ICMA's mission and operations by recognizing where IT can add value. Advises Leadership Team on strategic systems conversions and integrations in support of business goals and objectives.

Essential Functions and Responsibilities continued...

- Evaluates existing systems, architectures, programs and the current alignment of IT strategies, work plans, priorities, and technology.
- Interacts with others outside the organization or department on key organizational/departmental issues, exercises participative management skills, high levels of negotiation, and consensus building on complex issues to achieve organizational goals and objectives.

Technology Research/Policy Development

- Fosters innovation by maintaining an awareness of new applications, technologies, technical methods, and industry trends, conducting research and development, and providing proposals and strategies to management.
- Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue services/projects as appropriate.
- Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures
- Evaluates rapid changes in the information technology environment and opportunities to tailor those technologies to the needs of ICMA by working with business partners and IT technical experts.
- Defines and establishes baseline and future enterprise architecture that will include the tracking of equipment purchases, assignments, recycling, and phase-out of dated equipment and systems, and cost-effective replacements to meet the future business needs of ICMA.
- Builds next generation IT foundation and capabilities to enhance mobility, collaboration, capacity, and agility.
- Coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security or disaster event.
- Develops and enforces policy and procedures to ensure the protection of ICMA's assets and the integrity, security and privacy of information entrusted to or maintained by ICMA.
- Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.
- Develops and maintains corporate policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems.
- Provides advice on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems.

Budget/Contracts

- Develops and administers the departmental budget: provides oversight for the acquisition of information technology equipment, products, and services, to include budget planning, procurement, and contracting; forecasts funding needs for staffing, equipment, materials, and supplies; monitors expenditures to ensure compliance with approved budget; manages the acquisition and use of granted funds for various information systems.
- Monitors the approved annual operating and capital budgets and provides prudent financial and budget oversight of departmental budget and technology systems.
- Oversees the technical support process for stakeholders, including troubleshooting and analyzing of systems, administration of system security, installation of preventive maintenance software, and negotiation and monitoring of service agreements with vendors.
- With consensus of the Leadership Team, coordinates the selection, acquisition, development and installation of major information technology systems.
- Utilizes a portfolio management approach for the life cycle planning of business systems and technologies to plan for needed replacement and/or improvement investments/projects.

Essential Functions and Responsibilities continued...

Human Capital

- Designs and oversees implementation of human capital initiatives to recruit, train, and retain future IT leaders.
- Coaches, leads, develops, directs and motivates staff in operational activities to ensure compliance with departmental goals, objectives, and budget.
- Exercises a full range of supervisory management and authority in directing staff.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Develops standards, evaluates work, identifies training needs and training, and finds methods to improve work.
- Develops effective strategy for evaluating skills and talents of staff to acquire, retain and build a sustainable organization.

Knowledge, Skills, and Abilities

- Ability to create and manage organizational change within the information technology function from operational necessity to strategic planning, including management of important cultural changes to foster successful working relationships within the organization.
- Ability to communicate with stakeholders effectively and persuasively, orally and in writing; considers herself/himself an active listener and can be relied upon to provide professional recommendations at all times.
- Ability to articulate strategic planning and big-picture goals and priorities of the information technology function clearly and appropriately.
- Ability to perform cost-benefit analyses of current and proposed services; forecast, create, and manage IT budget that is aligned with business strategies and member demands.
- Ability to effectively negotiate, persuade and resolve conflict and maintain effective working relationships with colleagues and employees.
- Effective oral and written communications skills and effective presentation skills.
- Demonstrates a commitment to service excellence, innovation, humility, integrity and diversity in the performance of job duties.
- A high level of integrity, trust and interpersonal skills and the ability to lead a progressive IT department.
- Values an inclusive and collaborative approach to managing projects and prefers to achieve results through teamwork and building organizational trust and confidence.
- Demonstrates personal humility, diversity, inclusion, equity, teamwork and collaboration.
- Ability to analyze complex challenges, effectively communicate recommendations, and gain consensus/agreement.
- Ability to build trusting relationships with internal and external partners and vendors.
- Ability to negotiate and defuse conflict.

Education and Experience

Qualified applicants will have a Bachelor's Degree in Computer Science, Information Technology, Business Administration, or a related field in addition to ten (10) years of progressive technology experience, and five (5) + years managerial experience. A Master's Degree is preferred.

The Ideal Candidate

The ideal candidate should bring a record that demonstrates strong executive change management experience coupled with the implementation of information services, technology, and operations. Experience should include direct oversight of hardware, server, networking and enterprise-wide and business unit-specific software applications, as well as data governance and information security, and experience formulating and implementing a Technology Roadmap and maintaining technical oversight. The ideal candidate should have a broad technical acumen with a history of effective communication with both technical and nontechnical audiences (customers, suppliers, engineering, integrated supply chain and program management).

The ideal candidate will be a proactive, solutions-oriented leader with experience in strategic planning and organizational development. This individual will have the ability to align information technology with the business objectives of ICMA and its operating departments, and develop, implement and monitor long-range plans, goals and objectives in relation to ICMA's goals.

The ideal candidate will be a visionary leader who inspires the staff to achieve excellence and encourages professional development. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

Salary

ICMA is offering a competitive salary commensurate with experience and a comprehensive benefits package.

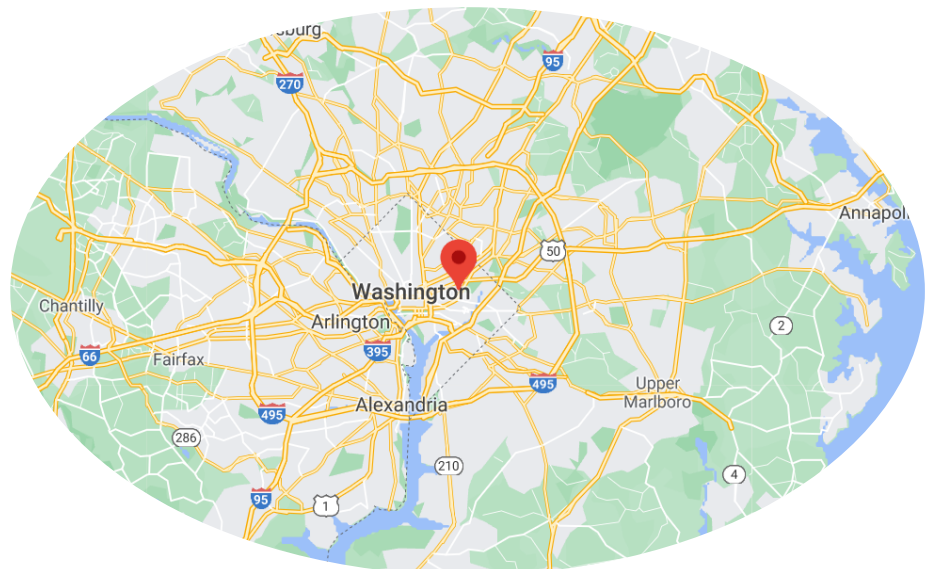
How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: ICMACIO

Affion Public
PO Box 794 Hershey, PA 17033
888.321.4922
www.affionpublic.com



ICMA is an Equal Employment Opportunity Employer.