

Personnel and Civil Service

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NOTICE OF VACANCY CHIEF INFORMATION OFFICER

Date of Issue: 06/19/25. This is a position with primary responsibility for managing the entire information technology infrastructure for Tioga County and associated entities. Work includes oversight and direction of the activities of the Department of Information Technology and Communication Services. The work includes establishing, evaluating and maintaining all information data systems and infrastructure, as well as information communication systems such as the public website for Tioga County government, departments and/or agencies. The CIO will develop and maintain complete system documentation, including inventories, warranty status, diagrams, and other documentation. The CIO will be a vital strategic business decision advisor, providing the County Legislature and associated entities with expert guidance and counsel on all matters concerning information technology, including future planning using a process of continual improvement. The classification is considered to be policy influencing. The CIO takes a lead role in managing and coordinating the delivery of shared IT services to associated municipal entities and interfacing with their respective leadership. The CIO reports to a committee of the Tioga County Legislature; the committee will allow the incumbent considerable leeway and initiative in the areas of business, information and communications systems analysis. An employee in this class supervises staff within the Department of Information Technology and Communication Services and a small number of contractors in information technology related tasks. Does related work as required.

The title of Chief Information Officer is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35-hour workweek
Salary: \$94,205 - \$104,205 (M/C); excellent benefit package available including health insurance, generous paid leave time, Deferred Compensation Plan, NYS Retirement System.
Location: Tioga County Department of Information Technology and Communication Services

Minimum Qualifications (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in business administration, information technology, engineering, or in closely related fields and six (6) years of full-time work experience (or its part time equivalent) in the field of information systems, three (3) years of which must have been in a technical or advisory capacity which involved the development and/or implementation of a computer system and involved the supervision of subordinates; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate degree in business administration, information technology, engineering, or in closely related fields and eight (8) years of paraprofessional or professional level full-time work experience (or its part time equivalent) in the field of information systems, four (4) years of which must have been in a technical or advisory capacity which involved the development and/or implementation of a computer system and involved the supervision of subordinates; **OR**
- c. An equivalent combination of education and experience as defined in (a) and (b).

*** Industry standard certifications such as Cisco and Microsoft technical certifications, Project Management, ITIL, and others are highly desirable.

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>.

Apply by: Applications will be accepted until the position is filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*