CHIEF INFORMATION OFFICER

BASIC FUNCTION:

The Chief of Information and Technology serves as the Chief Information Officer (CIO) for the Attorney General, and is responsible for leading the evolution of the OAGs information technology platform, incorporating the user requirements of all OAG divisions and administrative staff. This employee will closely interact with the teams that manage all software, hardware, and user applications throughout the OAGs offices. The CIO is also responsible for coordinating technology investments and management for the computer forensics and special service divisions. This employee will manage assignments in coordination with the EDAG of Operations and all members of the Attorney General’s senior staff, as well as from the General himself from time to time.

It is anticipated that the CIO will achieve the following objectives:

- Guide the development and deployment of a new case management system for the OAG
- Enhance workforce mobility for all OAG staff by successfully managing new hardware and software deployments
- Create a new framework for interagency coordination and information sharing among law enforcement, criminal investigation and civil litigation teams
- Establish new guidelines and review staffing for network and application security to monitor and manage threats to the OAG’s technology infrastructure
- Maintain robust technical support and network access for the user community
- Build a roadmap to transition needed functionality from end of life, deprecated software platforms and to new software applications

To achieve these and other objectives, the CIO will develop and implement information technology policies within the context of enterprise standards; manage information technology portfolios and prioritizes agency information technology needs; and in coordination with the Director of Management Services and budget office, recommend the allocation of resources to improve the agency’s information technology program.

The CIO will represent the OAG with other agencies of the Commonwealth for the deployment of common systems and network resources, as well as with CIOs from other Attorneys General throughout the United States with regard to information sharing, policy and technology standards.

EXAMPLES OF DUTIES:

- Provide administrative and policy oversight to all Information Technology functions, with particular emphasis on efficient day-to-day IT operations execution.
- Promote a transparent, open and collaborative culture within the Information Technology Department, and maintain effective relationships with all major stakeholders within the OAG office
- Understand all mission areas and translate needs into actionable solutions that facilitate efficient government operations
• Ensure the confidentiality, privacy, integrity and availability of the Department’s information resources
• Manage a portfolio of diverse agency information technology projects and initiatives from planning to implementation
• Direct the design and administration of the agency’s voice and data networks
• Coordinate the acquisition of technical hardware, software and supplies to enhance the performance of the OAG’s information technology program in conjunction with agency and Commonwealth standards
• Develop an annual budget request which is submitted to the Director of Management Services, including proposed hardware and software acquisitions, estimated costs and recommended use
• Manage the Technology Advisory Committee and coordinate regular meetings with Management Services, representatives from the legal divisions, and other staff components of the OAG
• Performs the full range of supervisory duties for the Information Technology Section

MINIMUM EXPERIENCE AND TRAINING:

• Ten (10) years of professional experience in managing all phases of information technology projects, and a bachelor’s degree;
  Or
• Ten (10) years of professional experience managing information technology functions for an organization, and a bachelor’s degree;
  Or
• An equivalent combination of experience and training.

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