



CONFIRE

Management Information System Director

SALARY RANGE

(Up to \$200,000)

DEFINITION:

Under general administrative direction of the Executive Director, provides direction and oversight for the Management Information System (MIS) Division, develops and manages information technology-related strategic plans, determines goals and priorities, and develops associated budgets.

DISTINGUISHING CHARACTERISTICS:

Positions in this class have the responsibility to direct and develop strategies to achieve technological goals. Incumbents report to the Executive Director. Positions in this class are characterized by continuous director responsibility, through a subordinate manager, and supervisors for a team of MIS professionals involved in providing all aspects of technology-related service; serves as a liaison for the department to member and contract agencies, and information technology providers/vendors/stakeholders.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Directs the MIS Division and determines priorities and budgets on strategic projects; determines staffing needs and the organizational structure of the unit as it relates to the MIS needs of CONFIRE.

2. Prepares and signs work performance evaluations; undertakes responsibility for hiring and disciplinary actions; ensures training.
3. Develops technology strategies to help achieve business goals and priorities; performs or directs information technology analysis; makes recommendations on the department's infrastructure; analyzes and evaluates current and future IT needs of the department.
4. Prepares and monitors the technology budget for the department's IT needs; identifies and recommends equipment, systems, and staffing needs.
5. Performs other duties as required.

MINIMUM REQUIREMENTS:

Desired Qualifications: The MIS Director will have outstanding leadership qualities that encourage strength, stability and credibility of the team, demonstrating a strong focus on improving and enhancing customer service. This ideal candidate will have prior management experience in a complex MIS/IT environment, preferably within a public safety organization, having elevated the organization to greater technology enhancements to better support core functions and improve service delivery. The successful MIS Director chosen to lead this fast-paced and robust environment will convey an outstanding technological vision while providing hands-on leadership to successfully guide CONFIRE MIS to greater achievements through a collaborative approach in decision-making and problem solving techniques.