

## **Notice of Job Opening**

**Position:** Business Information Officer

The Business Information Officer will play a critical role within the City of Albany, providing strategic direction, leading business-processes reengineering, and delivering essential IT products and services. This is a Citywide IT leadership position, however the individual hired for the job will primarily focus on Public Safety technology implementation for the first 1-2 years.

Please note: that this position is pending Municipal and New York State Civil Service Classification into the Exempt Class. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis.

**Department:** Administrative Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$92,200- \$138,300 Annually  
Commensurate with qualifications and experience

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](http://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Reposted on Monday, March 13, 2023**

## **BUSINESS INFORMATION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Reporting to the Chief Information Technology Officer, the incumbent of this position is responsible for leading business process re-engineering efforts to modernize IT systems. The work is performed under the general direction of the CITO with broad latitude given for the exercise of independent professional and technical judgment. The incumbent will perform work in strategy and planning for technology needs across departments. The incumbent will also manage projects and implementation of IT systems that support complex business needs. Extensive liaison is maintained with managers in stakeholder departments to ensure goals and objectives are clearly defined, external partners such as consultants and agencies to ensure coordination of project and work timelines, and professional staff within the department to solicit information needed to properly carry out position responsibilities. Supervision is exercised over professional, technical, and administrative support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Leads business process re-engineering efforts required to modernize the City's IT systems.
- Creates and manages an information systems roadmap to meet changing business demands;
- Obtains a deep understanding of relevant business area(s) to recommend solutions and build high-quality requirements;
- Understands technical options, limitations, costs and risks. Communicates tradeoffs to departmental partners and works with them to shape requirements;
- Creates and maintains the business requirements for the specific information systems;
- Develops clear, straightforward project management plans to meet project delivery objectives;
- Actively engages in software development and delivery process within a collaborative environment.
- Manages and resolves complex issues in assigned area;
- Directs and manages interdepartmental technology governance, planning and coordination activities to accomplish specific City-wide objectives;
- Confirms the conformance of applications, components, and services to established standards and best practices. Ensures compliance with IT standards and guidelines throughout the application development lifecycle;
- Assists with information gathering and conducts relevant technical research to prepare required briefing materials, presentations, talking points, request for proposals and contracts;
- Reviews efficiency, cost, devaluation, and evaluates vendor performance, making recommendations for change in order to meet operational needs;
- Researches, analyzes and communicates new concepts, ideas and techniques in information systems and data processing;

- Prepares executive-level reporting and presentations;
- Develops and make recommendations to the Chief Information Technology Officer concerning policies and procedures affecting IT operations;
- Determines IT budget for various business areas;
- Must be agile, responding quickly to trends, changes, and the needs of the organization, its people, and those it serves;
- Assess and implement information security programs and strategies;
- Liaises with IT vendors, as necessary;
- Performs related work as required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Experience in a role leading complex, enterprise-wide technical and/or business initiatives;
- Excellent verbal & written communication, organizational and time management skills required
- Must be able to multi-task and prioritize in a deadline-oriented environment with the ability to manage multiple projects at one time
- Possess exceptional attention to detail, strong analytical, problem solving and follow-up skills necessary
- Demonstrated ability to apply IT in solving business problems;
- Experience with managing large multi-million dollar projects
- Ability to understand, reengineer, and at times run processes across an entire enterprise;
- Ability to listen carefully and articulate a blueprint for the business and IT future-state;
- Ability to translate technical terms in ways that non-IT employees can easily understand;
- Ability to establish effective working relationships with individuals from other departments, municipal, state and federal agencies as well as consultants and contractors;
- Ability to communicate effectively, both orally and in writing;
- Ability to analyze organizational problems and take corrective action;
- Ability to prioritize work in fast-paced environment with hard deadlines;
- Good understanding and technical knowledge of current network and client operating systems, hardware, protocols and standards;
- Must have the ability to work independently, and use sound business judgment
- Problem solving, reasoning, motivational and organizational abilities are used often
- Able to work under pressure and meet deadlines, while managing multiple tasks
- Reliability;
- Accuracy;
- Resourcefulness;
- Initiative;
- Good judgment;
- Tact;
- Physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Master's Degree in computer science, cyber security, public administration, business administration, data visualization, engineering, or a related field AND three (3) years of satisfactory full-time related experience; OR
- B. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in computer science, cyber security, public administration, business administration, data visualization, engineering, or a related field AND five (5) years of satisfactory full-time related experience; OR
- C. Graduation from a regionally accredited or New York State registered four-year college or university with an Associate's Degree in computer science, cyber security, public administration, business administration, data visualization, engineering, or a related field AND seven (7) years of satisfactory full-time related experience; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.