



Arkansas Game and Fish Commission Employment Job Posting

CHIEF INFORMATION OFFICER - AGFC CHIEF INFORMATION OFFICER

POSITION NO: 22154563

POSTING INFORMATION:

Advertisement Opens: March 17, 2021

Advertisement Closes: April 19, 2021

Full Time: Yes

Salary: \$89,541.00 - \$96,212.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in computer science, mathematics, or a related field; plus six years of experience in information technology, systems application and analysis, or computer support, including three years in a supervisory capacity.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

Knowledge, Abilities, and Skills:

Knowledge of the application of systems analysis and programming in automated information systems.

Knowledge of the overall IT operating environment including hardware, applications, data base administration, and communications systems.

Knowledge of the principles and practices of organizational management.

Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinates.

Ability to assess agency IT system needs and participate in the development of short and long-range plans for operational requirements.

Ability to read and interpret technical materials and prepare detailed written reports, bid specifications, documentation, and procedures.

Ability to install, modify, and maintain systems hardware and software.

Ability to prepare and present oral and written technical information and reports.

Ability to coordinate the development, implementation, and maintenance of information systems.

Ability to research, analyze, evaluate data, situations, project outcomes, and resolve problems.

Ability to work effectively with senior state officials from both the Executive and Legislative branches of the state government.

Preferred Knowledge, Abilities, and Skills:

1. Demonstrated ability to manage cross-functional teams, solve complex problems, and lead within a decentralized environment. This person will need to seek input, collect information, and develop rapport with staff they do not directly supervise.
2. Familiarity with adoption and maintenance of technical standards for the purchase, implementation and operation of technology solutions including hardware, software, data security, networks, phones and other technologies as required.
3. Collaborate with the appropriate divisions within the organization to evaluate, deploy, and management of current and future technologies.
4. Ensures continuous delivery of technical services through oversight and monitoring and review of system programs and equipment performance. Including a proven ability to coordinate a mix of internally and externally supported solutions. Experience in coordinating external vendors to complete IT projects is preferred.
5. Experience with disaster recovery planning and implementation.
6. Extensive technical knowledge and experience evaluating, implementing, and using CRM and ERP systems and management of complex web development projects, preferably SAAS applications.
7. Proven ability to build and mentor talent to deliver and manage creative technology solutions that reflect business objectives while balancing costs.
8. Information Technology Operations and Security policy and procedure development, implementation administration and compliance.
9. Familiarity and understanding of the SDLC (software development life cycle) and functionally Agile teams.
10. Functional knowledge of security best practices such as but not limited to: encryption at rest, PII best practices, CJIS requirements, NIST security standards, CAN-SPAM and privacy policy.
11. Experience creating relationships and analysis of structurally and domain independent data sources.
12. Proficient at project management, strategic planning and implementation, budget development and control, staff management/supervision, and developing/maintaining quality services and partnerships in a complex public or private sector environment.

Occasional overnight in-state travel will be required to include time spent in the field with conservation practitioners, law enforcement, and aligned partner organizations. Experience with project management, budgetary and fiscal processes, and partner building are a must. Multilingual and multi-cultural or cross-cultural experience appreciated.

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Information Technology

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Chief Information Officer is responsible for all aspects of the development, implementation, and maintenance of the commission's information technology system. This position is governed by state and federal laws and commission policy.

Typical Functions:

Directs the activities of a professional, technical, and administrative support staff through subordinate supervisors including: interviewing, hiring, terminating, reviewing performance evaluations conducted by subordinates, evaluating the performance of subordinates, and reviewing and approving/disapproving a variety of actions, policies, and procedures recommended by subordinates, preparing short and long range plans, preparing, implementing, and monitoring operational and biennial budgets.

Coordinates team operations with other functions within the agency to ensure the development and implementation of operational procedures.

Analyzes relevant new or revised laws and executive policies and coordinates with system users to evaluate current automated systems and determines what changes may be necessary to meet user needs and ensures compliance with statutory requirements.

Directs the development of new or revised applications with appropriate entities by providing information on desired results, data base components, informational flow, interfaces with other systems, and screen and report formats.

Evaluates the capacity and capabilities of the automated administrative system, investigates technological advances and the compatibility, availability, and costs of products, and develops short and long-range plans for the acquisition of computer hardware and software to support current and future statewide operations.

Negotiates and develops vendor contracts for recommendation to senior management staff, designates performance standards and deliverables, and monitors adherence to contract specifications.

Plans the implementation of diverse, new and/or modified software to ensure compatibility with existing system and testing requirements and recommend and enforce standards and procedures.

Establishes schedules and priorities for system development and monitors development stages to ensure the validity of data and reports and adherence to deadlines.

Resolves user or information system problems not resolved at a lower level by investigating the source of the problem and initiating corrective action including contacting vendors if appropriate.

Attends legislative committee meetings to respond to questions and coordinates with legislative staff on the drafting and reviewing of legislation affecting statewide administrative processes.

Implements special projects by assigning work activities, monitoring progress through supervisory personnel, and preparing status reports or making presentations as required.

Performs other duties as assigned.

Specific Duties and Responsibilities:

The AGFC Chief Information Officer (CIO) manages a team of network analysts, software developers, and help desk technicians to support the agency's network, server, security, and workstation infrastructure as well as the development and maintenance of commercial and custom software and database applications. The CIO works with all divisions to identify technical needs and utilize IT resources (through both internal and external teams and out-of-agency vendors) to plan for and implement solutions where appropriate.

The CIO serves as the technical liaison on all large scale technology applications across the agency such as the license system, game check system, development of internal data analysis tools, etc. The CIO works with the IT team to prepare and present annual budgets to the Administration and the Commission for review and approval. The CIO maintains a working knowledge of specific projects and system changes within the IT Division and communicates regular and frequent status reports to Administration. The CIO will be required to travel in-state to remote agency locations, Commission, and other types of meetings, occasionally with overnight stays.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants are subjected to a criminal background check and drug testing.

Applications must include complete work history and references. Applicants may apply online at <https://jobs.agfc.com>.

Applications will be accepted until filled.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.