



## **Arkansas Game and Fish Commission Employment Job Posting**

**CHIEF INFORMATION OFFICER - AGFC CHIEF INFORMATION OFFICER**

**POSITION NO: 22154563**

### **POSTING INFORMATION:**

Advertisement Opens: March 12, 2018

Advertisement Closes: March 26, 2018

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:

NONE

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:

Ability to coordinate, plan, direct, and implement multiple projects. Ability to relate analysis of technical systems to non-technical audiences. Ability to forecast and present annual budgets to administration and commission.

Demonstrated knowledge of cloud architectures (Amazon, Google, etc.) and the Criminal Justice Information Services (CJIS) Security Policy. Occasional overnight in-state travel will be required. The ideal candidate for this position will have a demonstrated ability to lead and supervise a team of technical staff as well as possess a broad range of knowledge in regard to technical systems engineering, design, and administration. The candidate will have experience with project management, presentation and communication of technical information to non-technical audiences, state legislative processes and procedures, and budgetary and fiscal processes.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Office Complex

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 Chief Information Officer works with all divisions to identify technical needs and utilize IT resources 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, CAD system, etc. The CIO works with the IT team to prepare and present annual budgets to 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 subjected to a criminal background check.

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