



Alameda Contra Costa Transit District Classification Specification

Exhibit-A

Director of Innovation and Technology - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
TBD	Exempt	1-Officials - Administrators	Unrepresented	14	09/14/2022	22-035

DEFINITION: Under administrative direction, oversees through subordinate managers/supervisors, all functions and activities of an assigned work unit within the Innovation and Technology department; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments; provides highly responsible and complex professional consultation to the Chief Information Officer, other executive management, and District staff, in area of expertise. Incumbents in the role coordinate the activities of the department with those of other District departments/divisions, and outside entities; accomplish departmental planning, operational goals, and strategic objectives; furthers the District’s goals, and objectives within general policy guidelines. This is an at-will unrepresented classification.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Provides leadership to assigned units; selects, trains, develops, mentors, and guides staff in achieving goals and objectives; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions, as needed.
- Develops, directs, and oversees the implementation of strategies, goals, objectives, policies, procedures and work standards for the assigned area within the Innovation and Technology department.
- Through subordinate levels of supervision, develops, directs, and coordinates the overall work plan of the assigned work unit; contributes to the department’s service quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency, and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Selects, trains, motivates, and directs department personnel; evaluates, and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages, develops, and administers the assigned unit's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.
- Works closely with the Chief Information Officer, and other District management staff regarding the development and implementation of long- and short-term strategies for the delivery of effective technology services, District-wide.
- Represents the work unit’s programs and activities with the Board of Directors, other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations as needed.
- Directs, and provides leadership for all project management activities; directs the management of innovation and technology research, development, conversion, installation, and maintenance projects.
- Stays abreast of changing laws, regulations and procedures of information technology best practices and regulatory compliance requirements; communicates business implications, and impact to all key stakeholders including: the Board of Directors, executive management, other District staff, and various public and private entities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS



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Knowledge of: Administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation, administration and monitoring; project management, analytical processes and report preparation, and presentation techniques; methods of effective research, analysis, report writing and presentation; techniques for making effective public presentations; a broad program of innovation and technology functions in a multi-protocol, multi-platform environment; current developments, equipment and technology in the field of voice and data transmission, on-line security, confidentiality and telecommuting; applicable local government practices and administration; current information security compliance standards and regulations; current and emerging security tools, techniques, and programs; principles and practices contract management and vendor administration; methods of statistical and data analysis; current software for statistical analysis, word processing, spreadsheets and presentation at the advanced level.

Ability to: Analyze complex data and problems, identify alternative solutions, and the potential consequences of proposed actions; provide for the hiring, professional development, supervision, work review and evaluation of staff through subordinate supervision; develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting a broad program of innovation and technology in a multi-protocol, multi-platform environment; interpret, apply and explain complex laws, codes, regulations, policies and procedures; represent the District at meetings with external agencies and the public; prepare and administer budgets; prepare and present technical reports; implement a participatory management program throughout the assigned innovation and technology functions and motivate staff through inclusion and collaboration; communicate clearly and concisely, both orally and in writing; work with various cultural and ethnic groups in a tactful and effective manner; use initiative, discretion and sound independent judgment within general policy guidelines; plan, organize, administer, review, and evaluate systems development, programming, and computer operations activities; prioritize and respond expeditiously to data threats or policy deviations; communicate effectively both verbally and in writing; develop effective security teaching and training programs for District employees; coordinate multiple project components, track progress, and meet deadlines and expenditures; simplify technical and/or applicable government processes into clear, actionable items for end users; identify and apply principles of problem solving, research and analytical judgment; exercise sound independent judgment within established guidelines; work effectively under pressure and meet critical deadlines; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a bachelor's degree from an accredited college or university in with major coursework in computer science, information technology, business or public administration or closely related field.

Experience: Eight (8) years of recent and verifiable, professional level experience in managing multiple information technology functions such as design, development, operations or administration of complex application and network systems in a multi-platform agency, including four (4) years of supervisory/management experience, or project lead responsibility that involved the supervision of subordinate employees or consultants. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.

License and Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

Special Environmental Conditions: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.



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**Established Date: 09/14/2022, Res. #22-035
Revision Date:**