THE CITY OF DAYTON, OHIO

INVITES YOUR INTEREST IN THE POSITION OF

Chief Information Officer/
Director of Information Technology

www.daytonohio.gov
Dayton (population approximately 140,000) is a Midwestern city in southwestern Ohio located centrally within the American heartland. The City of Dayton is the seat of Montgomery County and has operated under the Council-Manager form of local government since 1913. The City's governing body consists of the City Commission and is comprised of five members – a Mayor and four Commissioners, elected at-large on a non-partisan basis for four-year, over-lapping terms. The Dayton City Commission serves as the policy making body of the City and is empowered by the City Charter to pass ordinances and resolutions, adopt regulations and appoint the City Manager.

The administrative and operational activities of the City are directed by the City Manager and carried out by a highly professional staff. Dayton is a full-service, city comprised of 16 departments, employing approximately 2,000 employees. The City provides its citizens and guests a broad range of municipal services that include; police, fire, emergency management services (EMS), water supply and treatment, street maintenance, refuse collection, recreation, building inspection, sanitation maintenance, wastewater treatment, municipal courts and aviation. The City’s General Fund budget for FY 2019/2020 totals approximately $203 million.

This is an exceptional career opportunity for an accomplished technology executive to assist the City of Dayton in the strategic transformation of its information technology services. In the role of the Chief Information Officer, the incumbent will have broad responsibilities for maintaining, managing, planning and facilitating the entire technology footprint. This is an opportunity for a community focused technology executive with strong leadership skills to establish and sustain the best in class service to the City of Dayton.

This department head position will require an individual with proven executive leadership/management ability and a track record of building teams and trust. The successful candidate must be able to develop and execute an information technology strategy aligned with the City’s business objectives and citizen demands. The CIO/Director of Information Technology will maintain a strategic partnership with the City’s executive leadership team and proactively work hand-in-hand with city leaders, department managers and stakeholders to transform Dayton’s information technology services portfolio. In addition to leadership ability, the successful candidate should bring to the position the ability to apply innovative cost-effective information technology measures and technologies to the City’s business operations and be able to make strategic, calculated decisions on behalf of the City.

About the position

The CIO/Director of Information Technology (IT) will oversee a current budget of over $7 million and provide leadership to approximately 30 professional staff members. The position is responsible for the management of a portfolio of IT solutions, services and suppliers, designed to ensure best value to the City of Dayton. The position will facilitate the delivery and maintenance of IT solutions for the City’s 16 operational departments, including public safety and a city-operated commercial airport. Systems include cloud services, virtual/physical servers, enterprise data storage, networking, cybersecurity, applications, desktop, and building systems.
STRATEGIC PROGRAM MANAGEMENT, OVERSIGHT AND GUIDANCE

• Provides policy, leadership, and strategic direction, ensuring that all technology projects are prioritized and executed within the framework of Dayton’s strategic planning, priorities and allocated resources. This includes data management, networks, IT acquisition, technology innovation, cybersecurity, and cloud computing.

• Provides oversight of the City’s information systems and all IT projects.

• Oversees all large-scale technology initiatives to ensure agility and the achievement of specified goals and objectives.

• As part of the City of Dayton’s Executive Team, the CIO provides executive-level leadership and direction in matters relating to vision, policies, priorities, and objectives.

• Identifies, assesses and prioritizes IT risks to data and systems, including external threats, cyber-crimes, internal threats and third-party risks. Advises relevant stakeholders on the appropriate courses of action to proactively identify, mitigate or eliminate risk.

• Advances the City’s mission and operations by recognizing where technology can add value while transforming or supporting operations. Advises executive team on strategic systems conversions and integrations in support of business goals and objectives.

• Evaluates existing systems, architectures, programs and the current alignment of the Department’s strategies, work plans, priorities and technology performance to ensure consistency with the City’s long-term strategic plan.

• Interacts with others outside the organization or department on key organizational/departmental issues, exercises participative management skills, exhibits high levels of negotiation, and consensus building on complex issues to achieve organizational goals and objectives.

TECHNOLOGY RESEARCH/POLICY DEVELOPMENT

• Fosters innovation by maintaining an awareness of new applications, technologies, technical methods and industry trends, conducts research and development, and provides proposals and strategies to management and the City Commission.

• Evaluates current and proposed programs and operations and recommends actions to initiate, modify, or discontinue services/projects as appropriate.

• Evaluates rapid changes in the information technology environment and opportunities to tailor those technologies to the needs of the City by working with business partners and IT technical experts.

• Defines and establishes baseline and future enterprise architecture that will include the replacement of dated systems with cost-effective replacements, to meet the future business needs of City departments.

• Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures.

• Builds next generation technology foundations/platforms and capabilities to enhance mobility, collaboration, capacity and agility.

• Coordinates development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security or disaster event.

• Develops and enforces policy and procedures to ensure the protection of the City’s IT assets and the integrity, security and privacy of information entrusted to or maintained by the City.

• Develops and maintains corporate policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems.

• Provides advice on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems.

• Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.

BUDGET/CONTRACTS

• Develops and administers the departmental budget; provides oversight for the acquisition of information technology equipment, products, and services, to include budget planning, procurement, and contracting; forecasts funding needs for staffing, equipment, materials, and supplies; monitors expenditures to ensure compliance with approved budget; manages the acquisition and use of granted funds for various information systems.

• Monitors the approved annual operating and capital budgets and provides prudent financial and budget oversight of departmental budget and technology systems.

• Oversees the technical support process for stakeholders, including troubleshooting and analyzing of systems, administration of system security, installation of preventative maintenance software, and negotiation and monitoring of service agreements with vendors.

• Approves, coordinates and controls all projects related to selection, acquisition, development and installation of major information technology systems for the City.

• Utilizes a portfolio management approach for the life cycle planning of business systems and technologies to plan for needed replacement and/or improvement investments/projects.
HUMAN CAPITAL
• Designs and oversees implementation of human capital initiatives to recruit, train, and retain future IT leaders.
• Coaches, leads, develops, directs and motivates staff in operational activities to ensure compliance with departmental goals, objectives, and budget.
• Exercises a full range of supervisory management and authority in directing staff.
• Develops standards, evaluates work, identifies training needs and training, and finds methods to improve work.
• Develops effective strategy for evaluating skills and talents of staff to acquire, retain and build a sustainable organization.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING
The CIO/Director of IT should bring a record that demonstrates strong executive change management experience coupled with the implementation of information services, technology and operations. Position requires:
• Bachelor’s degree in Computer Science, Information Technology, Business Administration or related field required. Master’s degree in related field preferred.
• 10+ years of progressive technology experience, with significant and successful strategic and people leadership responsibility. Experience should include direct oversight of hardware, server, networking and enterprise-wide and business unit-specific software applications, as well as data governance and information security.
• Broad technical acumen with history of effective communication with both technical and nontechnical audiences (customers, suppliers, engineering, integrated supply chain and program management)
• 5+ years managerial experience.

If selected, it is expected that the CIO/Director of IT will reside within the city limits of Dayton.

ABOUT THE CANDIDATE
The CIO/Director of Information Technology is selected by the City Manager and reports to the Deputy City Manager. As a City executive, the position works collaboratively with the Information Technology Governance Board (ITGB) which approves the information technology work plan, strategic plans and priorities.

The CIO/Director of IT also works with the Dayton Technology Task Force, department executives and managers, the IT Support Manager and IT Supervisors to assess and evaluate existing IT systems, information processing, applications, operations, networking, and communication functions of the City.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES
• Ability to create and manage organizational change within the information technology function from operational necessity to a strategic element, including management of important cultural changes to foster successful working relationships within the City’s diverse operating departments.
• Ability to communicate with stakeholders effectively and persuasively, orally and in writing; considers herself/himself an active listener and can be relied upon to provide their best professional recommendations at all times.
• Ability to articulate strategic planning and big-picture goals and priorities of the information technology function clearly and appropriately.
• Ability to perform cost-benefit analyses of current and proposed services, forecast, create, and manage IT budgets that are aligned with City business strategies and citizen demands.
• Ability to understand the City’s financial processes and to effectively monitor and lead IT-oriented financial processes.
• Ability to effectively negotiate, persuade and resolve conflict and maintain effective working relationships with other governmental officials and city employees.
• Demonstrates a commitment to service excellence, innovation, community success & safety, integrity and diversity in the performance of job duties.
• Effective verbal and written communications skills and effective presentation skills.
• Preference for working in organizations that place priority on personal humility, diversity, inclusion, equity, teamwork and collaboration.
• Ability to analyze complex challenges, effectively communicate recommendations, and gain consensus/agreement.
• Ability to build trusting relationships with internal and external partners including vendors.
DAYTON’S “IDEAL” CHIEF INFORMATION OFFICER/ DIRECTOR OF INFORMATION TECHNOLOGY

Ideally, the new CIO/Director of IT for Dayton would also be someone who:

• Possesses a track record of providing business leadership and acumen in effecting change through team building, negotiation and inspiration.
• Possesses strong leadership skills, a proven track record of success, a high level of integrity and trust, excellent communication and interpersonal skills and the ability to lead a progressive IT department.
• Can effectively communicate high-technology concepts in comprehensible business language to City leaders, employees and stakeholders.
• Values an inclusive and collaborative approach to managing projects and prefers to achieve results in meeting established goals and objectives through teamwork and building organizational trust and confidence.
• Utilizes well-developed interpersonal skills, is sensitive and empathetic to others, and can relate effectively to a diverse array of city stakeholders on a consistent basis. Can serve as an effective advocate for the City’s IT services in any setting.
• Grasps the potential offered by developing information systems and technologies for communications, e-business, data exchange, imaging, web and cloud-based applications and disaster preparedness to increase the City’s operational efficiency, public access and information sharing in a cost-effective manner.
• Values, and earns the respect of an experienced and dedicated workforce while maintaining high expectations for fairness and accountability in job performance.

WHY THIS IS AN ATTRACTIVE PROFESSIONAL OPPORTUNITY

• The information technology requirements for Dayton are a City priority. Financial resources have been budgeted for implementation of approved planning, goals and objectives.
• The CIO/Director of IT is a newly created position - City leadership and a dedicated, competent IT workforce are ready and supportive of positive changes and wish to see the new executive succeed.
• The challenges and rewards for executive success in the position are considerable with Dayton’s IT operating environment having direct influence on the operations of diverse public services offered such as water, wastewater treatment, sanitation, public works, street maintenance, recreation, building inspection, municipal courts, public safety departments and city operated airports.
• The CIO/Director of IT will have significant latitude to create a long-term vision for addressing the City’s future needs, utilizing information technology as a “force multiplier” to construct a digital service delivery model that well-serves the citizens of Dayton into the future.
• The Dayton metropolitan area offers residents and visitors an exceptional location in which to live, work and play. Residents enjoy a high quality of life, augmented by a low cost of living, a broad spectrum of affordable housing choices, highest quality healthcare options, a broad selection of quality schools, universities and colleges, historical, cultural and recreational amenities such as the downtown Schuster Center, the historic Oregon District, a dining, shopping and nightlife destination, minor league baseball and collegiate sports throughout the year, warm and friendly family-oriented communities, many municipal parks, expansive bike paths and golf courses, and an international airport close by.

COMPENSATION AND BENEFITS

Salary will be commensurate with qualifications and experience. We offer our employees a stimulating, team-oriented work environment, competitive salaries, and a comprehensive benefits package. Offers of employment may be conditional pending successful completion of a background investigation.

TO APPLY

To apply for this outstanding opportunity please submit a cover letter explaining why you believe you are a good candidate for the position, resume, salary history and at least four professional references electronically to:

Clark Wurzberger
The Mercer Group, Inc.
Email: cwurzberger@mercergrroupinc.com
P.O. Box 546, Weimar, CA 95736
Tel. (530) 637-4559 (Pacific Time); (Voice and Text) Fax: (650) 240-3933

First review of applications will begin by July 20, 2020, and there may not be an opportunity to consider application submitted after that date. Following a process and timetable approved by the City of Dayton, resumes will be screened and interviews with selected finalists in Dayton are expected to be conducted in August.

Receipt of applications will be acknowledged by email. If timely acknowledgement is not received, please contact Mr. Wurzberger. Electronic submissions are required. Applicants will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will receive preliminary interviews with the Consultant.

The City of Dayton is an equal opportunity employer and values diversity across the workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status and any other protected class under state or federal law.

With candidate permission, we will conduct preliminary background checks on the most qualified candidates that are referred to Dayton City Officials for further consideration. Work history reference checks will not be conducted until mutual interest with the City of Dayton has been established.

The Mercer Group, Inc.
Consultants To Management
THE DAYTON METROPOLITAN REGION

With a metropolitan population of close to 1 million residents, Dayton serves as the hub of a thriving region that is valued for its place in aviation history, family-oriented, warm and friendly communities and quality of life. Dayton ranks 6th in the nation for affordable housing options and regular commute times into the City average 19 minutes. Its residents savor the City’s twenty metropolitan parks, many golf courses and 330 miles of paved biking paths, in addition to the excitement that is associated with its many collegiate and local professional sports teams and important cultural resources.

Dayton’s historic distinction as the “birthplace” of modern aviation and the home of cutting-edge aerospace research and development, is located near Wright-Patterson Air Force Base and the world-renown National Museum of the United States Air Force, the nation’s largest, as well as the Wright Brothers National Memorial. Dayton’s citizens and visitors appreciate their close proximity to 10 regional hospitals that have earned five-star ratings for their areas of specialty and clinical excellence. Dayton’s residents and visitors are proud supporters of the 25 colleges and universities located throughout the region.

Dayton’s rapidly evolving downtown has benefited from high-dollar value investments in mixed-use development downtown and the city offers many cultural attractions that include multiple entertainment venues, a Convention Center and bustling historic districts that serve as popular dining, shopping, and nightlife destinations, open to residents and visitors throughout the year.