STATE OF MONTANA
JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV** – **Other Important Job Information.**

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

SECTION I – Identification

Working Title Geographic Information Officer		Job Code Number	Job Code Title Computer Information Systems Manager
Pay Band 8	Position Number		☒ FLSA Exempt ☐ FLSA Non-Exempt
Department Administration		Division and Bureau IT Services Division (ITSD)	
Section and Unit		Work Address and Phone Mitchell Bldg, Rm 229; Helena, MT 59620 406-444-2700	
Profile Produced By Dick Clark		Work Phone 444-2777	

**Work Unit Mission Statement or Functional Description - ** This section should include a complete statement of the mission or function as it relates to the work unit.

IT Services Division (ITSD). The IT Services Division (ITSD) is responsible for the delivery of information technology (IT) services and the planning, coordination, implementation, operation and control of information resources throughout state government. Information services and resources include computing systems, telecommunication systems (including telephone systems, local area networks, wide area networks, high speed voice, video and data backbone network infrastructure, interactive video systems), desktop office products and systems, internet systems and capabilities, management of the state-wide emergency 9-1-1 system, and operation and maintenance of the State's Legacy Solutions budget development system. The Division provides oversight for IT planning, and policy development throughout the state, and coordination of agency budget requests with the Office of Budget and Program Planning. Legislative authority can be found in the Montana Information Technology Act (MITA) (Senate Bill 131), passed by the 2001 Montana Legislature.

IT Services Division (ITSD). It is the mission of the IT Services Division (ITSD) to provide state agencies and customers information technology services in a fair, timely and responsive manner. The services provided ensure that the state's information technology infrastructure is reliable, secure, and cost effective and meets the business requirements of state agencies and citizens. The ITSD will provide the leadership necessary to ensure that the state gains full benefit from its current and future investments in technology.

Geographic Information Officer. This position reports to the Chief Information Officer (CIO). This position is responsible for managing one of the division's bureaus and all geospatial efforts across the State of Montana government agencies and organizations, including: 1) developing all enterprise and division GIS policies and standards; 2) state-wide strategic GIS coordination, planning and related budgeting responsibilities; 3) division and state-wide GIS procurement, and 4) providing geospatial enterprise architecture services for State agencies.

Describe the Job's Overall Purpose:

The GIO represents the Office of the CIO on geospatial matters when the CIO is not available and is directly responsible for a number of functional areas (bureaus, offices) of the division. The duties of the GIO include but are not limited to:

(1) Leadership. The GIO is responsible for providing geospatial leadership and vision for the State of Montana.

(2) Office of CIO Responsibilities. The GIO is responsible for carrying out the responsibilities of the CIO as delegated by the CIO during his/her absence;

(3) Policy. This position is responsible for developing and enforcing all enterprise IT/geospatial policies;

(4) Planning. This position is responsible for directing all strategic planning and associated budgeting for State IT/GIS as specified in 2-17-512, MCA;

(5) Procurement. This position is responsible for managing all geospatial procurement activities of the division and statewide term contracts;

(6) Enterprise Geospatial Architecture. This position is responsible for managing the implementation of the Enterprise Geospatial Architecture for the State.

	% of Time
This section should be a clear concise statement of the position's duties. Well-written thorough task duty statements are required here to accurately evaluate the position. 1. What are the major duties or responsibilities assigned to this position? Group duties in order of importance and estimate the percent of time needed to perform each duty. **NOTE:** Because you are identifying **major** duties usually 3-5, the quantity of time probably will not be less than **20%.** If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.	

The Deputy CIO is responsible for carrying out the IT policy, planning and certain program responsibilities of the division. These duties include:

A. <u>Advisor to the CIO.</u> The incumbent serves as the primary advisor to the CIO with regard to the overall policy and direction of division and statewide geospatial activities, with a primary emphasis on the statutory responsibilities of the division as specified in the Montana Information Technology Act (MITA) and the Montana Land Information Act (MLIA). The incumbent supports the efforts of the CIO in the following areas, as assigned:
  1) Assessing the use of geospatial information technology resources throughout State government;
  2) Providing assistance to the legislature, the judiciary, the governor, and state agencies relative to state and interstate geospatial information technology matters;
  3) Representing the state to public and private entities, including the Federal government, other states, , local government, tribal nations, news media, industry associations, private businesses, and citizen groups on matters of geospatial information technology;
  4) Coordinating all activities of the assigned bureaus and offices with the Deputy Administrator for Operations, Assistant Administrator for Finance & Administration, and the IT Security Office to ensure the activities of the assigned bureaus and office are carried out in a manner that is consistent with the needs of the entire division;
  5) Carrying out the responsibilities of the CIO as delegated by the CIO during his/her absence; and
  6) Be the primary advocate for integration of geospatial technology in organizational application development efforts.

20%

B. <u>Governance Group & Oversight Committee Support.</u> The incumbent is responsible for advising the CIO and supporting the activities of a wide variety of policy level IT and GIS governance councils and oversight committees, including council membership as assigned by the CIO. A current list of councils include:
1) 5) Montana Land Information Act Council;
2) Legislative Finance Committee;
3) Information Technology Board;
4) Montana Association of Counties IT Committee;
5) Legislative Branch Computer System Planning Council;
6) Information Technology Managers Council; and
7) Various Agency-Specific IT/GIS Governance Councils.

15%

C. <u>Legislative Bill Drafting, Lobbying, and Reporting.</u> The incumbent is the division's primary resource in support of the CIO's geospatial legislative responsibilities (excluding the division budget). The incumbent is responsible for developing and coordinating the division's geospatial legislative agenda, drafting or delegating the drafting of bills and amendments, serving as a lobbyist during legislative sessions, and supporting the division's responsibilities to report to legislative committees, primarily the Legislative Finance Committee. Further, the incumbent is responsible for assessing on an ongoing basis the GIS statutes that are in place and making recommendations for revision, drafting legislation (including working with the CIO, department management, legislative staff, and legislators with bill drafts and/or amendments), testifying at legislative subcommittees, and lobbying on GIS legislation.

5%

D. <u>Enterprise GIS Planning & Budgeting.</u> The incumbent is responsible for establishing the necessary procedures and coordinating GIS planning and budgeting activities, including:
  1) Development and periodic updates of the State IT Strategic Plan as it relates to geospatial activities and strategic geospatial direction, conformance with the state's Land Information Plan (as required by the MLIA), and the IT Biennial Performance Report required by the MITA statute, and coordinating planning and budgeting of State initiatives with local government, tribes and other interested public and private organizations;
  2) Review and approval of agency IT plans with particular emphasis on the geospatial aspects of those plans. The incumbent is also responsible for coordinating with the Office of Budget and Program Planning (OBPP) to evaluate major GIS projects and advising the CIO on recommendations to OBPP for the approval or disapproval of information technology budget requests; and
  3) Through the CIO, advising the Governor's Office and Agency Directors on the effect of

15%

proposed legislation, budget initiatives and other geospatial proposals by public and private organizations throughout the state.

E. Agency GIS Procurement Requests. The incumbent is responsible for reviewing and approving agency GIS procurement requests for consistency with the statewide IT Strategic Plan and compliance with the agency's IT plan, and establishing enterprise contracts and agreements that promote the use and cost effectiveness of geospatial tools and facilities. The incumbent is responsible for directing all state enterprise GIS procurement, including: **20%**
1) Reviewing and approving state agency specifications and procurement methods for the acquisition of geospatial information technology resources;
2) Conducting GIS procurement activities (RFPs, IFBs, etc.) and associated contract management activities; and
3) As assigned by the CIO, reviewing, approving, and signing all state agency contracts and other formal agreements for geospatial information technology resources provided by the private sector and other government entities.

F. Division & Enterprise Policies & Standards. The incumbent is responsible for directing the development of division and enterprise geospatial policies and standards, and making recommendations, when necessary, on the enforcement of these policies and standards. Further, with promoting the use of those standards and policies to entities outside State government such as the Federal government, private organizations, locals governments and the tribes.   **20%**

G. GIS Architecture. The incumbent is responsible for directing the activities associated with IT enterprise GIS/geospatial architecture.   **5%**

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

a. Final arbitrator of enterprise geospatial/GIS issues and conflicts.
b. Large Scale Planning-Strategic IT Plan. The incumbent is responsible for organizing, planning, and working with agencies to develop that portion of the statewide strategic IT Plan that is related to geospatial activities/information.
c. Large Scale GIS Procurement-Enterprise Contracts for GIS Resources. In consultation with agency and division management, the incumbent will determine which enterprise-wide, large-scale procurement activities will be undertaken.
d. Statewide GIS Policy Development-Policy Oversight. The incumbent works with the CIO to require agency compliance with a particular policy or standard. The financial considerations could be considerable given the size of the agency and/or the costs of associated resources. Negotiations could be controversial and sensitive considering enterprise resource impacts, agency impacts, and the advisory role of the ITB and other policy level IT/GIS governance councils, which typically include legislative representation.
e. Expanded GIS Budgeting Process. The incumbent is required to guide agencies in complying with GIS planning requirements, including adherence to all budget procedures associated with geospatial information and technological activities that are issued by the Office of Budget & Program Planning (OBPP).
f. Governance Council Issue Development. The incumbent is responsible for developing geospatial issues for consideration by the various IT governance councils based upon an assessment of the policy implications associated with an issue and the potential impact to the State (budget, etc.).

3. What do you consider the most complicated part of the job?

The most complicated aspect of this job is the challenge of implementing a successful enterprise-wide, common operating environment in a complex and rapidly evolving discipline (GIS) and within an organizational environment that is very diverse. More specifically:

a. Enterprise-wide Consensus Building. Developing common and accepted enterprise approaches to the proper deployment of geospatial information technology systems across diverse agencies that meet citizen expectations.

b. Implementing an environment where data and applications are built once, used many times, and maintained efficiently and effectively.

The new statutory requirement for all agencies to identify project activities and costs over a 6-year time period in their information technology plans will necessitate ITSD's strategic planning and review and approval efforts to also consider a minimum of a 6-year horizon.

4. What guidelines, manuals or written established procedures are available to the incumbent?

Many existing standards and policies related to IT in general exist as a result of prior efforts of the division. Additional documents related to federal data content standards and a geographic profile for federal enterprise architecture are available, However, many new policies and procedures need to be put into place by the incumbent as it relates to proper planning of geospatial information technology within the state, primarily as a result of the passage of the Montana Information Technology Act (MITA) and the Montana Land Information Act (MLIA). The administrative rules, first implemented in 2004, are relatively new and will undoubtedly undergo future revisions as the State GIS community gains experience with the new environment established by the MITA. There are few GIT specific guidelines or procedures for the incumbent to turn to in order to resolve particular issues, especially those involving the disapproval of an agency plan or agency non-compliance with a policy or standard. The GIO will have to exercise a great deal of diplomacy, creativity and leadership to perform well in the position.

5. If this position supervises other positions, complete the following information.

The total number of managers who report to the GIO is X, which includes three Bureau Chiefs and the manager of the Public Safety Services Office. The total number of employees supervised, including managers is XX.

> **Comment [MSOffice1]:** This entire section (#5) needs to be fixed to match the actual number of employees and positions.

List the complexity level of the subordinates.
The bureau chief is complexity level 7, position number 061109428.
The manager of the Public Safety Services Office is a complexity level 7.
The professional staff that report to the bureau chiefs/manager are complexity level 6-7.

Please list the Position Number for those supervised.

Chief, Policy & Planning Services Bureau: 66160
Chief, Procurement Services Bureau: 66947
Chief, Architecture & Internet Services Bureau: 66776
Manager, Public Safety Services Office: 09422

☒ Hiring   ☒ Firing   ☒ Performance Management   ☒ Promotions

☒ Supervision   ☒ Discipline   ☐ Pay Level   ☐ Other:

6. Please attach an Organizational Chart (optional). See last page

SECTION III - Minimum Qualifications - List the minimum requirements for **first day** of work.

Please list the main knowledge and skill areas required for the job:

The incumbent should possess the following knowledge and skills:
- Be a skilled negotiator and communicator, who can build partnerships.
- Must have a complete understanding of the operations of government.
- Write and speak on behalf of the CIO, director and the governor regarding geospatial information technology systems and techniques.
- Have a comprehensive knowledge of the field of information technology.
- Have extensive management experience leading a technology oriented organization.
- Lead through the development of plans and objectives for the enterprise as a whole.
- Successfully work with diverse groups of constituencies on confrontational issues. Form a consensus where the group has a wide range of opinions and methodologies. Develop proper compromises when needed, and firm positions when appropriate.
- Successfully work with policy level decision makers with varying levels of understanding of technical issues, including legislators, department directors, and private sector business executives.
- Thorough knowledge of the theories, principles, and practices of IT, GIS, organizational structure, and business administration, including the ability to organize and implement a program that crosses multiple jurisdictions, and the ability to determine goals and resource needs.
- Apply innovative thinking in conjunction with a technical understanding of emerging technologies to address needs and problems of providing services to State agencies and the citizens they serve.
- Assess and solve complex problems; devise methodologies and solutions; perform analyses; relate relevant information about hardware and software operations, data management and analysis in management applications and interactions; and interpret results. Clearly and concisely form and express ideas and concepts, and interpret technical information and findings to varied audiences.
- Work effectively to meet deadlines, including preparing written products on short notice.
- Demonstrated competency to communicate effectively, both orally and in writing, including effective presentations to a variety of audiences.
- Extremely knowledgeable about geographic data and mapping. The position demands a geospatial "visionary.
- Background in GIS technology and knowledge of GIS software and familiarity with database software.
- IT skills emphasizing geospatial activities.
- Knowledge of geographic data management and activity and information analysis processes.
- Knowledge of legal aspects on GIS.
- Demonstrated theoretical background and substantial experience in location based services.
- Proven ability to produce reports and papers on policies, advocating appropriate initiatives to governments, partners and related organizations.
- Proven ability to plan and organize work, requiring an in-depth understanding of regional issues and ability to integrate into the work of others.
- Ability to defend and explain difficult issues with respect to key decisions and positions to staff and senior officials.
- Proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.

What behaviors are required to perform the duties? **NOTE:** Identifying behaviors used for recruitment and selection and other HR functions are part of building a competency model (see **Creating Competency Models** in Guide). A position description will provide helpful information if a model has not been developed. Often "abilities" from the current PD can be stated as desired and observable behaviors. For example, "the ability to communicate clearly in writing" can be restated "writes clearly and concisely".

I.   **PERSONAL EFFECTIVENESS**

INTERPERSONAL UNDERSTANDING
- Encourages open communication with staff or within teams. Creates an environment where people are comfortable expressing what is important to them.
- Relates to others in an open and accepting manner.
- Creates an atmosphere of trust.
- Recognizes and appreciates the skills and special areas of expertise possessed by employees. Acknowledges and appreciates the contributions of others.
- Is fair, open-minded and unbiased about each employee.

ETHICS
- Deals with others in an honest and fair way. Understands the expectations of the public.
- Demonstrates knowledge of and belief in the professional code of ethics and rules of conduct.
- Maintains ethical standards in both internal and external business dealings
- Confronts inappropriate behaviors in others
- Accepts responsibility

FLEXIBILITY/ADAPTABILITY
- Exhibits adaptability to a variety of circumstances and changing expectations.
- Adapts one's approach as the requirements of a situation change**.**
- Is a good student of the profession/discipline in which you operate. Demonstrates a growing/progressive knowledge sufficient to build appropriate alternatives to existing processes or projects**.**
- Responds positively to changes in direction, priorities, responsibilities or assignments
- Recognizes that workplace change is inevitable; maintains focus and effectiveness during change and transition
- Breaks out of usual pattern of behavior to achieve results
- Maintains effectiveness and focus when dealing with uncertainty, change or transition

TEAMWORK
- Demonstrates the ability to bring people together through teamwork
- Gives credit and recognition to others who have contributed on a team
- Develops cooperation and collaborative work efforts toward solutions which generally benefit all involved parties
- Assists members to learn, develop and grow in their ability to contribute to results
- Identifies and pursues solutions in which all parties can benefit
- Supports team decisions and outcomes through actions and communications

II.   **INITIATIVE AND ACCOUNTABILITY**

INDEPENDENCE AND RESPONSIBILITY
- Confronts problems early and determines appropriate actions
- Takes appropriate action to meet challenging goals, objectives or business needs and assumes accountability before being asked to or before being forced to
- Demonstrates courage and a "can do" attitude
- Openly seeks out and listens to new ideas and business opportunities
- Expresses ideas for continuous improvement and produces work of excellent quality
- Takes a stand on issues that have an impact on the well-being on the agency or organization and takes appropriate action
- Identifies opportunities, assesses the risks and benefits using judgment, and acts on opportunities for the organization, even if contrary to past practice or conventional methods.

EFFICIENCY AND FOCUS
- Prioritizes projects and handles the most urgent ones first
- Accords time and resources in proportion to the importance of the task
- Is able to balance commitment to the big picture with the need to pay attention to accuracy and details.

DECISION-MAKING/JUDGEMENT
- Demonstrates a "knack" for good judgment by making timely decisions that can withstand controversy
- Examines each issue from multiple angles and seeks workable solutions; does not automatically choose the first solution
- Recognizes when something is not working and is able to switch tactics or directions or stop and move on
- Takes responsibility for decisions made
- Analyzes issues and problems; makes decisions based on situational variables
- Identifies opportunities, assesses the risks and benefits using judgment, and acts on opportunities, even if contrary to past practice or conventional methods
- Makes timely decisions that can withstand controversy

DECISIVENESS/EFFICIENCY AND FOCUS
- Reorganizes resources when necessary
- Establishes clear, practical goals which contribute to the agency's or organization's strategic business plan

ORGANIZATIONAL UNDERSTANDING
- Understands the rules, policies and laws that govern the work and exercises judgment in making necessary interpretations
- Involves others in making decisions when appropriate
- Aware of and understands the organizational goals and objectives
- Takes into consideration and understands the impact of business decisions and actions of internal and external stakeholders
- Understands and respects the balance of authority, as well as the political and power structures.
- Understands the rules, policies, and laws that govern the work

III.   COMMUNICATION

QUALITY AND CUSTOMER ORIENTATION
- Exhibits composure and straightforwardness
- Addresses misunderstandings and misperceptions directly and clearly
- Communicates with an eye toward people's level of understanding or interest
- Builds rapport, establishes strong, cooperative working relationships and interacts with a variety of people
- Creates an atmosphere of trust by interacting openly and directly and encouraging others to express contrary viewpoints
- Provides support, appreciation and recognition to others including staff
- Actively listens, probes, understands
- Responds directly and thoroughly to questions
- Builds rapport, establishes strong, cooperative working relationships and interactions

UNDERTANDING, SENSITIVITY, TRUST BUILDING
- Participates fully in meetings by providing honest, well-considered information
- Strives for understanding by speaking frankly and clearly

PERSUASION/CONFLICT MANAGEMENT/NEGOTIATIONS
- Demonstrates diplomacy and tact
- Effectively manages differences and resolves conflict by confronting problems openly and constructively
- Is able to get a point across without offending others
- Uses information or data effectively to persuade and support a position
- Understands the audience sufficiently
- Effectively manages differences and resolves conflict by confronting problems openly and constructively

- Keeps an open mind and is willing to alter opinions based on new information/different perspectives
- Effectively presents the organizational interests

SPEAKING EFFECTIVELY
- Speaks frankly and clearly and insures that others understand the meaning of what is being communicated
- Listens to and responds to the ideas of others
- Is direct and to the point in communication delivery
- Listens to questions; anticipates impact of decision before providing a factual answer or recommended options
- Balances courtesy with being firm
- Makes the subject as interesting as possible for the audience

IV.   THINKING AND PROBLEM-SOLVING

CREATIVITY/PROBLEM-SOLVING
- Develops or supports the introduction of new and improved methods, procedures or technologies
- Applies a creative approach to problem solving
- Is willing to accept ideas from others
- Encourages open communication and an environment where staff is free to express their ideas and apply creative solutions to problems
- Applies new and evolving ideas, methods, designs and technologies
- Questions the established way of doing things
- Draws from disciplines beyond own areas of expertise when solving problems and making decisions
- Considers future opportunities or requirements; considers the future impact of current decisions

VISIONARY
- Thinks "out of the box" to see the bigger picture
- Exhibits an awareness of other bigger issues and plans ahead, taking these issues into consideration
- Maintains the proper perspective between the overall picture and the details
- Focuses on the future and the goals necessary to achieve success
- Foresees obstacles and opportunities

ANALYTICAL THINKING
- Maintains an awareness of the interrelationships among activities in a project; planning work assignments and resource allocation accordingly
- Uses judgment; takes a logical approach to problems and reasons things through
- Exhibits an interest in studying the "best practices" aspect of an issue by demonstrating continuous learning
- Takes a logical approach to problems, identifies root causes and reasons things through
- Weighs the risks and benefits associated with multiple alternatives
- Evaluates both failure and success to determine how to do better in the future

PLAN, ORGANIZE, GATHER INFORMATION, CONDUCT RESEARCH
- Develops a short and long range plan of action that is comprehensive, creative, realistic and effective in meeting goals
- Maintains an awareness of the interrelationships between project, activity, work assignments and resource allocation
- Weighs the risks and benefits associated with multiple alternatives before taking action

PERCEPTIVE/INSIGHTFUL
- Observes/perceives what is going on around them as they focus on resolving a problem
- Puts a problem in context, recognizes risks and understands situational variables

V.   INFLUENCE

LEADERSHIP AND MENTORING
- Actively promotes information sharing across organizational levels and functional boundaries
- Acts as a resource to others by sharing ideas and best practices
- Gives people the tools needed to get the job done and the opportunities to grow in their jobs
- Reacts positively to problems or challenges as they arise with a "can do" attitude
- Proactive in promoting and sharing information across organizational levels and functional boundaries
- Coaches, develops, and mentors others
- Provides vision and direction by managing change, developing, coordinating, and influencing the activities of others

RELATIONSHIP BUILDING
- Earns trust and respect of others by coaching, inspiring and empowering them to achieve objectives
- Consistently treats others fairly and with respect
- Builds enduring customer relationships
- Brings conflict and disagreements into the open and attempts to resolve them collaboratively, building consensus, keeping the best interests of the organization in mind, not only one's own interest
- Brings conflicts and disagreements into the open as appropriate and attempts to resolve them collaboratively, building consensus, keeping the best interest of the organization in mind, without personal bias
- Demonstrates a willingness to collaborate in order to meet goals or to gain cooperation from others
- Develops and maintains a network of contacts, both inside and outside the organization, with those who are able to supply information, assistance, or support for work related goals

VI.   COMMITMENT

COMMITMENT TO ORGANIZATION/MISSION OF AGENCY
- Continuously strives to further the mission of the department
- Champion for measures to improve the efficiency, effectiveness and image of the department and state government.

LOYALTY AND DEDICATION
- Consistently models the values and vision of the organization
- Makes the decisions that benefit the organization even if the decisions are unpopular
- Looks for opportunities for improving work methods and outcomes to the overall benefit of the organization
- Actively seeks to identify and remove barriers which block change and impede organizational success
- Exhibits long-term commitment to the organization
- Maintains loyalty when agency leadership changes
- Is aware of position as it relates to the needs of the State of Montana

Education and experience: Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

☐ No education required

☐ High school diploma or equivalent

☐ 1 year job-related college or vocational training

☐ 2 year job-related college or vocational training

☒ College degree (Bachelor's)

☐ Post-graduate degree or equivalent (e.g. Master's, JD)

There may be a variety of fields of study that are acceptable. A Human Resource Specialist may have a Bachelor's in Human Resources, Business Administration, Public Administration or another related field. Please specify the acceptable fields of study:

Bachelor's degree in Business or Public Administration, or a related field.

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify):

Educational course work and experience in information systems in business or government is preferred.

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

☐ No prior work experience required   ☐ 3 to 4 years job-related work experience

☐ 1 to 2 years of job-related work experience   ☒ 5 or more years of job-related work experience

Specific experience (optional):

Ten to fifteen years of progressively more responsible information technology management experience that includes a strong management background in a geospatial environment.

☐ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list examples of acceptable alternative methods of obtaining those qualifications. **These examples should appear on a vacancy announcement**.

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Employee:

Signature   **Title**   **Date**

Immediate Supervisor:

Dick Clark   CIO

Signature	**Title**	**Date**
Administrative Review:		
Janet Kelly	Director	
Signature	**Title**	**Date**

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