**The Florida Legislature**  
Office of Legislative Information Technology Services

### Job Title

Coordinator (Chief Information Officer)

### General Summary

The Florida State Legislature is seeking a qualified individual to direct the Office of Legislative Information Technology Services (OLITS), a mid-sized information technology organization that supports a variety of technology needs for the legislative units that report jointly to the Senate and House of Representatives or are housed administratively under the legislative branch. OLITS functions under a governance board consisting of the OLITS Coordinator, the Senate Chief Information Officer, and the House Chief Information Officer. The position is located in Tallahassee, Florida.

The OLITS Coordinator reports directly to the Florida Senate President and the Florida Speaker of the House of Representatives, and is responsible for the management of an application development and support unit, on-site data center, and customer service unit. The application development unit includes project management, analysis and design, code development, quality assurance, delivery and ongoing support responsibilities. The customer service unit supports approximately 300 legislative customers. The individual in this position plans, organizes, and directs the implementation of administrative, fiscal, personnel, and technology activities for the organization. Duties include formulating and recommending policies, procedures, and strategic planning; conducting assignments of a specialized or technical nature; and providing cost-effective information technology services and solutions as required.

### Essential Duties/Responsibilities

* Serving as the senior staff person for the Office of Legislative Information Technology Services (OLITS).
* Fostering a culture of innovation, transparency and accountability.
* Promoting a “customer service” mentality at all levels of the organization.
* Establishing and directing the strategic and tactical goals, policies, and procedures for OLITS.
* Making recommendations to the governance board regarding such activities.
* Ensuring appropriate allocation of resources for the office.
* Performing budget analysis and producing budget recommendations.
* Developing and maintaining a plan that provides for the succession of critical resources to maintain the continuity of services.
* Establishing key performance metrics (KPIs) for measuring and managing organizational effectiveness.
* Establishing appropriate service levels and processes to ensure KPIs are met.
* Consulting with customer entities and organizations to gather information and determine requirements for business process transformation, including the implementation of modern, comprehensive management information systems.
* Reviewing operations with upper management to identify problem areas, opportunities for business process transformation, specific information requirements, and to discuss findings and propose solutions.
* Managing activities in the planning, scheduling, and implementation of modern, comprehensive management information systems.
* Managing administrative and technical work of project teams in systems planning, information needs assessments, systems analysis, and reviewing approaches and methods to assess effectiveness in meeting management objectives.
* Preparing or reviewing written and oral communication as initiated in response to inquiries.
* Managing the selection, development, performance and retention of OLITS employees.
* Directing the development of technical documentation to ensure implementation, operation, and management of information systems.

### Knowledge, Skills and Abilities

* Knowledge of the principles and practices of supervision and management.
* Knowledge of the concepts and theories of information systems.
* Knowledge of computer operations systems and procedures.
* Knowledge leading an organization in agile development organization.
* Knowledge of the principles, practices, and techniques of computer programming and systems design.
* Knowledge of state accounting, personnel, purchasing, and capital outlay processes and procedures.
* Knowledge of Florida state government, legislative rules, and procedures.
* Knowledge of the budgetary process and fiscal control procedures.
* Ability to cost effectively manage budget.
* Ability to lead people and prioritize workload.
* Ability to think logically, solve problems and work independently.
* Ability to evaluate and resolve customer problems.
* Ability to direct feasibility and cost-analysis studies.
* Ability to do short- and long-range program project planning.
* Ability to plan, organize, and direct program activities.
* Ability to evaluate results and develop alternative strategies.
* Ability to communicate technical information verbally and in writing.
* Ability to conduct meetings and to make presentations.
* Ability to establish and maintain effective working relationships with others.
* Ability to understand and apply rules, regulations, policies, and procedures.

### Minimum Qualifications

A bachelor's degree from an accredited college or university in computer science, management information systems, business administration, or related field and seven years of progressively responsible information systems experience, three years of which have been in a managerial or supervisory capacity.

A master’s degree with technology as a core component is preferred and can substitute for one year of required experience.

A combination of progressively responsible information systems experience and post-secondary training in disciplines as described above may be considered for the seven years of required experience.

### Salary

Commensurate with experience.

### Application Deadline

Open until filled

### Submission of Application

Qualified applicants should send a completed legislative application and detailed resume to:

Office of Legislative Services  
Human Resources Office  
111 W. Madison Street, Room 701  
Tallahassee, FL 32399-1400

[Applications](http://www.leg.state.fl.us/Publications/general/Joint/administrative/application.pdf) are available through the Florida Legislature's web site Online Sunshine and in Room 701 of the Claude Pepper Building.

### Accommodation for Disability

If an accommodation is needed for a disability, please notify Human Resources at (850) 488-6803.