

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Regional Technology Services Coordinator</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Regional Technology Services</b>	<b>Range:</b>	<b>28</b>
<b>Reports To:</b>	<b>Associate Director</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Assists the local governments' chief information officers (CIO) with coordinating a comprehensive regional technology services system.

**Supervision Received**

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

**Supervision Exercised**

Plans, organizes, coordinates, assigns and evaluates the work of professional planners, technicians and support staff; provides training as needed.

**Resource Responsibility**

Considerable to substantial responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of employees, space, materials, and equipment with only general checks for reasonableness of actions. Decisions made within policy guidelines.

**Essential Job Functions**

Acts as primary staff support to the Regional Information Officers (RIO), a multi-jurisdictional consortium. As such, also serves as primary staff support to the Regional Executive Group (REG.)

Assists the CIOs in visioning, planning, and researching technology trends, services, and alternatives.

Coordinates the RIO and REG meetings which includes: coordinating and facilitating meetings; developing background materials and preparing agendas; presenting analyses of issues in both written and oral form; staffing subcommittees; and administering the program budget.

Conducts studies, researches, analyzes data and prepares reports, and advises the RIO on the feasibility, effectiveness, and cost efficiencies of information services, technologies, and alternatives.

Coordinates and administers contracts including preparing RFPs, developing evaluative measures, and monitoring contract performance.

### **Other Job Functions**

Performs other related duties as assigned.

### **Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. Some travel is required to attend meetings.

### **Knowledge, Skills, and Abilities**

Must have demonstrated managerial and organizational skills.

Analytical skills and the ability to present technical data in an integrated and understandable format required.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to organize and make public presentations.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to establish and maintain effective working relationships with other employees, the general public and representatives of other agencies.

Familiarity with PC applications.

Physical ability to perform assigned work.

### **Education and Experience**

Bachelor's degree in information services, public administration, planning, or related field. Five years of experience in program administration, information services planning, and coordination; long range planning, or equivalent education and experience. Experience in coordinating and facilitating multi-jurisdictional committees; making public presentations; administering contracts; and developing and managing work programs and budgets. Knowledge of and experience in information systems.

**Licenses, Certificates, and Other Requirements**

None.