

DESCRIPTION: Under administrative direction, positions in this class are responsible for facilitating the development and administration of technology policies and projects that assist Nebraska entities in developing capacity in information technology for purposes of positioning Nebraska as an information technology leader; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.) Positions in this class manage the initiatives and meetings of a significant NITC (Nebraska Information Technology Commission) advisory council such as the Education, State Government, GIS (Geographic Information Systems), Community, and E-Health councils. Positions in this class identify, recommend, advocate, and advise the councils, NITC, OCIO (Office of the Chief Information Officer), and others on matters relating to a wide range of information technology matters. Positions in this class help develop, manage and implement collaborative projects in the business and policy areas that are of interest to the NITC. Such projects are frequently enterprise-wide within state government, and/or statewide when addressing projects involving additional entities beyond state government.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Identifies, articulates and advocates policy strategies designed to improve state government's interface with a variety of entities on IT matters. Communicates with state policy makers, community leaders, and political subdivision representatives. Determines technology needs of clients within State Government.

Represents the OCIO and/or NITC at technology events and speaks to audiences about state policies and direction and related projects. Coordinates the technology efforts of state organizations and institutions. Organizes workgroups, task forces, initiates seminars and workshops, and sponsors grant applications to maximize government technology efforts. Provides leadership in focusing public resources towards projects and initiatives that build the capacity for information technology resources.

Serves as the point of contact and as a resource for state agencies regarding IT matters relating to advisory councils. Works with state agencies and elected officials in order for resources to be properly allocated.

Supports at least one major advisory council of the NITC. In this role, identifies IT issues, problems and barriers that affect various sectors within Nebraska; recommends strategic actions to the councils, NITC and/or CIO; maintains NITC website and contributes to electronic newsletters; ensures that all NITC-related public meetings are in compliance with Open Meetings laws.

Facilitates, develops and manages collaborative projects identified by the councils, NITC, and/or OCIO.

Monitors projects and assists with collaborative project management through budget, planning and implementation phases. Prepares reports for the Governor, Legislative Fiscal Office, and State Budget Office on projects, IT project documents, program statements, technical documentation, and plans.

Performs other duties as assigned which support the NITC and OCIO.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: Existing and emerging information technology, client relations, business methods, policy development, collaboration and facilitation techniques, operating systems, information systems, telecommunication systems, hardware and software.

Ability to: Persuade, facilitate and communicate with groups of all levels, influence policy, and administer, develop and implement strategic plans within a large organization and within unrelated external organizations; interpret and apply state and federal laws, rules, and regulations, labor contract, and agency rules and regulations, influence policy, make sound technical, operational, and policy determinations, manage technical staff.

Skill in: Public relation techniques, active listening; active learning; analytical, critical, and strategic thinking, influencing others, communication, solving complex problems, negotiation, facilitation, deductive and inductive reasoning, developing objectives and strategies; evaluation of information against standards; identification of causal factors, identifying long-term consequences of decisions, implementation planning, information organization, initiative, innovation, judgment and decision making, oral and written comprehension and expression, planning and prioritization, persuasion, providing consultation and advice to others, resolving conflict, solution appraisal, system evaluation and time management.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in information management systems, telecommunications, public administration, business administration or related field to the specific NITC policy area and five to seven years of experience in a related business or policy area and/or telecommunications field on an enterprise-wide basis with increasing responsibility for coordination, facilitation, and policy development. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

Positions in this class may require experience specific to the assigned advisory council (such as e-health, government, GIS, education, technical IT).

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).