

*Excellent Opportunity for an
IT Leader Strong in Operations
and Project Management*



**Assistant Director of
Enterprise Technology Services
(Assistant Chief Information Officer)**

Apply Prior to April 12, 2013

Recruitment Services Provided by Ralph Andersen & Associates



The Community

Broward County is the 18th largest county in the nation. Home to nearly 1.8 million people, Broward County is located between Palm Beach and Miami-Dade counties, forming the center of South Florida's largest metropolitan area in which over 5 million people reside. Within the County's 1,320 square miles are 31 municipalities, the largest of which is the county seat, Fort Lauderdale. With 23 miles of pristine Atlantic Ocean coastline, its "blue wave" beaches attract the local population as well as tourists from around the world. With an average year-round temperature of 77 degrees, Broward County has a tropical climate and is a choice destination for over 10 million visitors each year.

Broward County's warm climate, ethnic and racial diversity, expanding economy, myriad of housing options, excellent schools, leading edge healthcare, and advanced transportation system afford its residents with an exceptional quality of life. Broward offers world-famous fine dining, theater, nightlife, and shopping venues, as well as an abundance of recreational activities like golf, deep sea fishing, boating, and unlimited opportunities for fun on the beach. Among its abundant retail shopping options is Sawgrass Mills, one of Florida's largest shopping malls. The state's second largest public school district is located in the County, providing excellent primary and secondary education. In addition, there are many prestigious local and regional colleges and universities offering excellent higher education. The Fort Lauderdale-Hollywood International Airport is also located in the County, and most major cruise lines operate out of the County's Port Everglades facility. For the sports enthusiast, Broward is home to the NHL's Florida Panthers, while other major sports teams, like the Miami Heat, Miami Marlins, and Miami Dolphins, are just a short drive away.

The County Organization

Broward County government was established under Charter in 1975. The Board of Broward County Commissioners is composed of nine members, each voted to their office by their district in partisan elections. The Mayor and Vice Mayor are Commission members annually elected by the Commission for one-year terms. The Commission appoints the County Administrator, the County Attorney, the County Auditor, and many other advisory and regulatory board members.

The business of Broward County Government is to deliver cost-effective and collaborative services to enhance and promote the quality of life for residents, businesses, and visitors.

The County Administrator serves as the Chief Executive Officer and is responsible for the day-to-day operations of the County. The County Administrator, along with the Deputy and Assistant County Administrator, manage seven operating departments: Aviation, Environmental Protection and Growth Management, Finance and Administrative Services, Human Services, Port Everglades, Public Works, and Transportation. Additional specialized service offices reporting to County Administration include Management and Budget, Greater Fort Lauderdale Convention & Visitors Bureau, Public Communications, Medical Examiner/Trauma Services, Intergovernmental Affairs and Professional Standards, and the Office of Economic and Small Business Development.

ETS Division

The Enterprise Technology Services Division (ETS Division), located within the Finance and Administrative Services Department, has a staff of approximately 158 full-time employees and an operating budget in excess of \$23 million. The ETS Division is responsible for deploying, utilizing, and leveraging information technology to enhance productivity, broaden the capabilities, and reduce the operating costs of Broward County government. The seven functional areas that comprise ETS are:

- **Application Services**, charged with designing and developing business application software solutions;
- **Business Support Services**, providing financial and administrative support functions;
- **Compliance and Security Services**, developing, implementing, and maintaining IT security policy, procedures, tools, awareness, and training County-wide;
- **Customer Care Services**, providing client assistance through training, quality assurance, and the service (help) desk, as well as monitoring overall customer satisfaction;
- **Infrastructure Services**, the foundation of the County's automation needs, with responsibility and accountability for the high availability of network, messaging, and enterprise application platforms, operating 24 hours a day, 7 days a week;



- **Program Office**, comprised of Relationships and Portfolio Management, Policy and Process Administration, Project Management Office, and Vendor Management; and
- **ERP Project Office**, is responsible for all pre-project activities as well as the daily management and oversight of the Enterprise Resource Planning implementation.

A depiction of the current organizational structure and reporting relationships can be found on the organizational chart that appears on the insert of this brochure.

The overall mission of the ETS Division is to deliver high-quality, cost effective service and information technology leadership to the entire County. The Division's four strategic goals that support this mission, as well as the Commission's goals and objectives, are as follows:

- Strategic Collaboration Partnering and Services;
- Business Value through Innovation and Performance Efficiencies;
- Reliable, Secure, and Integrated IT Solutions; and
- Customer Service and Support Excellence.

This highly regarded Enterprise Technology Services Division has been recognized with several National Association of Counties (NACo) Achievement Awards including: Property Tax Payment Application, GIS Voter Precinct Status, and electronic automation of the Utility Payment process. The ETS Division also created an employee computer literacy program that afforded all staff the opportunity to purchase surplus computers for personal or educational access.

The Position

Reporting to the Chief Information Officer (CIO) the Assistant Director of Enterprise Technology Services (Assistant Director of ETS) is an "at-will" position that serves at the pleasure of the CIO.

While the CIO is instrumental in implementing Broward's vision for County-wide technology, setting a tone that embraces best practices, and serving as the catalyst for enhanced technology and establishing standards throughout the County-wide structure, with the ultimate goal of moving forward on the strategic implementation of state-of-the-art systems, the Assistant Director of ETS performs advanced professional and administrative work assisting the CIO in the management of ETS operations. In addition, the Assistant Director of ETS has responsibility for assisting in the administration of a variety of teams at multiple locations across the County.

Opportunities and technology challenges include:

- Overseeing the development of applications to replace legacy systems, and integration of enterprise related systems for unique business units, as well as financial and administrative applications;

- Assisting the Enterprise Resource Planning (ERP) Implementation Team, provide subject matter expertise on technological issues;
- Collaborating on establishing IT standards and establishing protocols across departmental boundaries, as appropriate; and
- Participating in the development of partnerships and collaborating with County departments to implement technology for County services.

The Ideal Candidate

The Assistant Director of ETS must have strong leadership qualities and have had prior managerial experience in an organization that promotes best practices. Top candidates will have a proven track record in successfully implementing new systems and will have the ability to analyze facts and exercise sound judgment in decision making.

The ideal candidate will have a unique blend of people skills and technological expertise. Candidates must also thrive in a fast-paced and robust environment with a personal style that embraces a collaborative approach to decision making and problem solving.

Successful candidates will have the ability to identify differing user needs based on varying business operations, discern desired functionality and requirements, and fashion innovative technological and procedural solutions to each unique operating situation.

The ideal candidate for Assistant Director of ETS will have management and supervisory level experience necessary to:

- In the absence of the CIO or as directed, represent the County in the capacity of the CIO;
- Coordinate the activities of the ETS Services, Application Services, and Infrastructure Services through supervisors; plan, direct, and supervise the activities of professional, administrative, and technical personnel;
- Contribute to the development of and make revisions to technology administrative policies and procedures;
- Review, analyze, and solve highly technical and complex technology and related business processes and problems;
- Coordinate the emergency operation procedures plan and other scheduled annual reports required by the County and/or ETS; and
- Assist in the development, implementation, and maintenance of strategic, fiscal, and service improvement plans for ETS.

In summary, the successful candidate will have strong operations experience in a government agency combined with broad program and project management expertise in a robust and complex organization.

Qualifying Experience and Education

Experience: The ideal candidate will have six (6) years of progressively responsible managerial experience in a large Information Technology organization, including four (4) years of experience in the supervisory aspect of the work. Qualifying experience and career history will include an entrepreneurial management style, a strong focus on customer service, and a demonstrated ability to build consensus and provide leadership to a dynamic group. Candidates that have both public sector experience combined with current or prior private enterprise involvement are strongly encouraged to apply. Determination of best match on experience will be based on a variety of factors that also include interpersonal style and professional attributes.

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in computer science, computer engineering, business administration, or a related field is required.

License/Certification: Candidates who possess a Project Management Professional (PMP) credential offered by the Project Management Institute (PMI) or other project management certifications in the area of information technology are strongly encouraged to apply.



Candidates should be aware that the CIO, working in concert with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience required for the Assistant Director of ETS.

To Be Considered

Interested candidates can apply by sending their resume, cover letter, salary history, and six (6) professional references to Ralph Andersen & Associates via email to apply@ralphandersen.com. **Electronic submittals are preferred.** Resumes may also be submitted via mail or fax as follows:

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
Fax: (916) 630-4911

Preferred Method of Submittal
Email: apply@ralphandersen.com

Candidates are encouraged to apply immediately for optimal consideration. Review of resumes will begin on Friday, April 12, 2013. Preliminary screening interviews will be done via conference call during late April to determine the best qualified individuals that will be invited for on-site interviews that will be conducted in early May (or sooner).

References will not be contacted until mutual interest has been established. Candidates may be asked to complete a series of written responses for further evaluation and possible presentation, and submittal of IT accomplishments as part of the final steps of the selection process. Ideally, the selected candidate will join Broward County in May 2013 on a mutually agreed upon date.

If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Florida. "Sunshine" or public disclosure laws in Florida require that candidates be informed that information presented to Broward County for consideration may be made available to the public upon request by interested parties. With this requirement, individuals should know that Ralph Andersen & Associates will work closely with the CIO and top candidates throughout the process to ensure confidentiality to the fullest extent possible in accordance with State of Florida regulations.



*Broward County is an Equal Opportunity Employer
and Values Diversity at All Levels of Its Workforce*

Compensation and Benefits

Compensation: The annual salary range for the Assistant Director of Enterprise Technology Services position is \$89,219 to \$146,318. Placement within the range is negotiable and dependent upon qualifications (DOQ). To encourage a broad pool of candidates and as part of the compensation package, Broward County may assist on the reimbursement of moving expenses for the successful candidate.

Florida Retirement System (FRS): Employees have the choice of two retirement plans: the traditional Pension plan with eight (8) years of vesting and the Investment plan with one (1) year of vesting. **Candidates should be aware that there is a mandatory employee contribution of 3% toward this benefit.**

Deferred Compensation: The County offers a 457 plan offered through three providers: ICMA Retirement Corporation, MetLife, and Nationwide Retirement Solutions.

Flexible Spending Accounts: Medical Expense and Dependent Care Accounts.

Vacation and Sick Leave: Leave is accrued for vacation and sick leave; additionally 40 hours of job basis leave is granted annually.

Holidays: Nine (9) holidays and two (2) personal days.

Insurance Coverage: The County offers a variety of benefit plans that employees can purchase including Health, Dental, Vision, Flexible Spending Accounts, Long Term Care, Long Term Disability, and Pre-paid Legal, Personal Income Protection Plans (AFLAC).

Life Insurance: The County provides \$25,000 of group term life and AD&D insurance. Employees can purchase additional life insurance for themselves and their dependents and spouse/domestic partner.

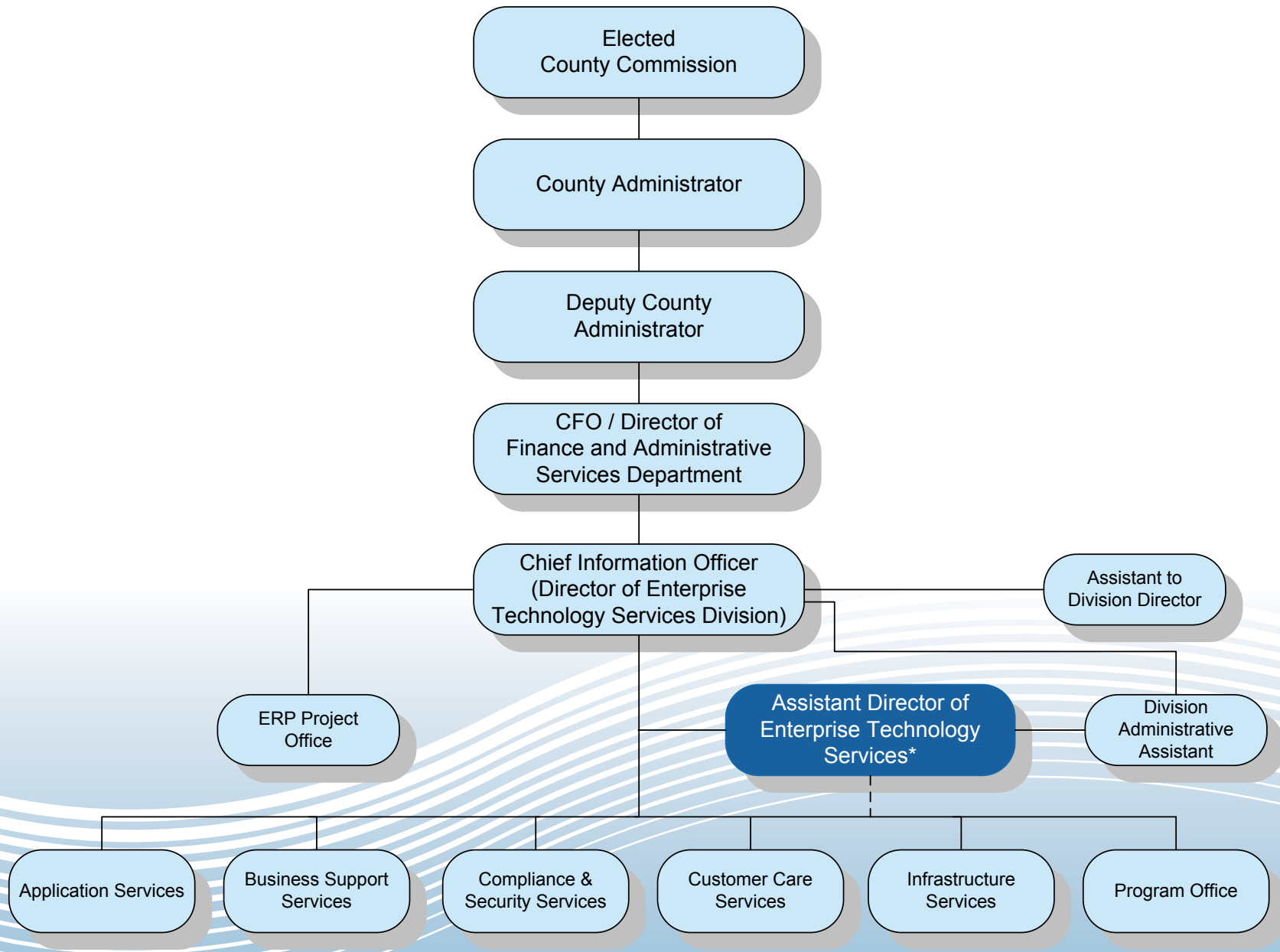
Other Benefits include:

- Credit Union
- Employee Development

Besides a great climate, plenty of sunshine, pristine beaches, and miles of coastline, Florida also promotes the fact that the State is one of a select number of locations that has no personal income tax deduction.



Broward County Organization Structure



*Actual functional areas that will report to the Assistant Director of ETS will be determined based on the actual skill set of the selected candidate.