

BIT-1.02 - Responsibility and Authority of the Office of Management & Finance (OMF) - Bureau of Information Technology (BIT) and the Chief Information Officer (CIO) - [Printable Version](#)

RESPONSIBILITY AND AUTHORITY OF THE OFFICE OF MANAGEMENT & FINANCE (OMF) - BUREAU OF INFORMATION TECHNOLOGY (BIT) AND THE CHIEF INFORMATION OFFICER (CIO)

Administrative Rule Adopted by Council

ARC-BIT-1.02

Section 1 - Introduction

Ordinance No. 176003 and [City Code](#) 3.15 - establishes the Bureau of Information Technology as a bureau of OMF and defines the responsibility and authority of the CIO, effective October 10, 2001.

The Bureau of Information Technology shall be supervised by a Chief Information Officer (CIO) and shall include such other employees as the Council may provide. The Bureau shall be responsible for the Information Technology Fund.

The Bureau of Information Technology shall:

- Provide Information Technology (IT) strategic planning and IT consulting services, including budget preparation and analysis, system planning and procurement, resource allocation and project management for large information technology projects.
 - Design, implement and manage all IT hardware and software systems including system security measures.
 - Manage all citywide voice, video and data networks, excluding physical connectivity.
 - Design, implement and manage all citywide voice, video and data applications.
 - Manage all IT end user support services, including Help Desk and Desktop Support services.
 - Manage citywide Geographic Information Systems.
 - Provide all Internet and Intranet services to City Bureaus, offices, boards and commissions.
 - In cooperation with the Bureau of Purchases, review and approve the purchase of all information technology software, hardware and professional consulting services, with the exception of radio and telephone communication equipment.
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Section 2 - Administrative Rule

The Bureau of Information Technology will manage and standardize the City's Information Technology and Communications environment in support of the City's business processes.

Section 3 - Responsibility

The Bureau of Information Technology will implement the IT Administrative Rules.

HISTORY

Ordinance No. 177048

Passed by Council November 6, 2002. Effective November 6, 2002.