



INFORMATION TECHNOLOGY
DIRECTOR

Jurisdiction Class: Competitive
Civil Division: ALL
Adopted by PO:

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering and directing countywide information technology (IT) activities. The incumbent plans, directs and coordinates all county IT operations and activities, establishes IT policies, procedures and standards, and coordinates and administers IT contracts. The incumbent also provides technical assistance and advice to county departments regarding the identification and solution of systems design and analysis problems. The work is performed under the general direction of the County Administrator with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, directs and coordinates county information technology operations and activities, including overseeing electronic records management practices for county departments;

Establishes, reviews and modifies information technology policies, procedures and standards, including security issues and enhancement of efficiency;

Develops and implements LAN and WAN strategic technology plans for all County departments and ensures timely backup for servers;

Coordinates and administers all contracts for information technology services provided by outside vendors to various departments, including technical assistance;

Oversees the priorities and evaluates the work of contractor technician;

Strategizes with Department Heads regarding information technology related problems;

Researches new technologies to identify future technology needs of the County;

Coordinates the acquisition of computer hardware, software and supplies and establishes and maintains an inventory of same and ensures contractor documents hardware and software installations;

Plans and implements new technology projects and establishes and maintains documentation of associated costs;

May act as the Health Insurance Portability and Accountability Act (HIPPA) Security Officer;

Prepares and monitors the Central Data Processing budget, and prepares cost justifications;

Develops an annual county-wide technology budget for review and approval of the County Administrator and prepares a multi-year cost analysis for the purchase of technology equipment;

Serves as Webmaster for the County website, chairs the Website Committee and assists various department heads with updating their departmental page and suggests ways to provide more services to the public via the web;

Assists the County Administrator in the preparation of competitive bid specifications by providing hardware, software and staff development requirements;

Provides and/or arranges for a wide-variety of ongoing technical training for department personnel and establishes, coordinates and maintains schedules and priorities for the utilization of services, programming and training;

Oversees contractor installation, modification and maintenance of local area network equipment as required;

Assists departments with various programming needs and development of databases; Creates and maintains a variety of records and reports related to departmental operations;

Performs administrative duties such as preparing internal reports, departmental purchasing of hardware and software, managing service contracts and outsourcing services;

Develops and maintains vendor partnerships;

Attends training conferences and seminars as required;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of management information systems;

Thorough knowledge of local area network equipment including personal computer hardware and software and peripheral equipment;

Good knowledge of object-oriented and language oriented programming;
Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to information technology services;
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
Ability to plan and supervise the work of others;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree including or supplemented by sixty (60) credit hours in management information systems, computer science, information technology or closely related field and two (2) years' experience in network administration, information systems management or computer programming; OR
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree including or supplemented by thirty (30) credit hours in coursework defined in (a) and four (4) years of experience as defined in (a); OR
- c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a).