

ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for advising and assisting the Director of Information Technology in planning, directing and administering the programs and activities of a centralized department providing computer services to governmental departments and agencies. Under general direction, an employee in this class assists the Director in the initiation, coordination, development, review and direction of activities undertaken by the Department of Information Technology. Direct supervision is exercised over Data Communications, Network Support, Technical Support, and Help Desk, and general direction is exercised over all staff and department activities. In the absence of the Director, the Assistant Director acts as the Director with complete charge of department operations and personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in determining the feasibility and potential value of proposed projects; makes recommendations regarding priorities, cost and benefit analysis, systems planning, utilization of resources, etc;
- Assigns responsibility for projects to subordinate staff; coordinates projects involving more than one department or municipality, and reviews and approves finished work;
- Assists in evaluating effectiveness of projects under development, existing computer programs and services; issues instructions regarding progress and needed improvements;
- Participates in the development of department policies and operating policies such as utilization of resources, plans and schedules, alterations to existing plans and schedules, standards for level of service, and department goals;
- Negotiates service contracts with other governmental agencies within the county as authorized by the County Executive and/or County Legislature;
- Establishes and maintains working relationships with governmental officials and representatives of industry;
- Supervises consultants engaged to assist on specialized information technology projects ensuring compliance

with county standards and completion of contracted services;

Participates in and supervises the preparation of written information and instructional materials regarding project proposals, plans and programs, and the budget.

Supervises the department's chief security officer for physical security as well as internal software and employee security;

Keeps up-to-date on new developments in the field of information technology;

Acts as the Director in his/her absence or as directed.

FULL PERFORMAMANCE KNOWLEDGE, SKILLS, ABILIITES AND PERSONAL CHARACHTERICTICS:

Comprehensive knowledge of the purposes, principles, terminology and practices employed in a large, centralized information technology agency;

Comprehensive knowledge of the principles and practices of information technology management;

Thorough knowledge of computer processing hardware and software, including its capabilities and applications;

Good knowledge of the high-end networked environment that includes servers, desktops, and data communications;

Good knowledge of security methods and procedures in an information technology environment;

Good knowledge of voice communications and its related environment;

Good knowledge of the principles and practices of administrative supervision;

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Ability to establish and maintain effective working relationships with officials and agencies;

Ability to plan and supervise the work of subordinates;

Ability to analyze organizational problems and take corrective action;

Ability to communicate effectively both orally and in writing;

Ability to plan and supervise the work of professional, technical and clerical subordinates in a manner conducive to full performance and high morale;

Ability to express oneself clearly and concisely and to prepare comprehensive and detailed written and oral reports;

Ability to work independently and creatively with little or no supervision;

Ability to make professional judgments requiring advanced technical knowledge and skills;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Information Technology, Computer Science, Business Administration, or a field closely related to Computer Science and four (4) years of full time professional work experience in computer operations, systems analysis, programming, or technical support, two (2) years of which must have been in a supervisory capacity; or,
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Information Technology, Computer Science, Business Administration, or a field closely related to Computer Science and five (5) years of full time professional work experience in computer operations, systems analysis, programming, or technical support, two (2) years of which must have been in a supervisory capacity; or,
- C) Nine (9) years of paraprofessional or professional work experience, or its part time equivalent in computer science or a closely related field, five (5) years of which must have been professional work experience in computer operations, systems analysis, programming or technical support and at least two (2) years of which must have been in a supervisory capacity; or,
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).