

DEPUTY CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position assists in the administration and direction of all Information Technology programs and policies for Broome County and has responsibility for managing a major technology division of the Information Technology department. Incumbents participate in formulating technology strategy and are expected to exercise leadership in instituting policies, methods, and processes for delivery of high-quality, customer-focused products and services, efficiently and cost-effectively. Work is performed under the general direction of the Chief Information Officer. The Deputy Chief Information Officer may act on behalf of the Chief Information Officer with complete charge of departments operations and personnel as necessary in the absence of the Chief Information Officer. Supervision is exercised over assigned employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Chief Information Officer in the administration, implementation and direction of all Information Technology programs and policies for Broome County;

Advises and assists the Chief Information Officer in the formulation of departmental policies, strategic plans, and programs;

Assists in preparing and reviewing the annual capital and operating budgets, supportive documentation, program objectives and financial records;

Plans, organizes, controls, integrates, and evaluates the work of a major technology division of the Broome County Information Technology department;

Develops, implements, and monitors work plans to achieve department mission, goals, and performance measures;

Plans, organizes, directs, and evaluates the performance of assigned managers, supervisors, and staff, establishing performance requirements and personal development targets;

Regularly monitors staff performance and provides coaching for performance improvement and development, while recognizing high performance;

Reviews programs and activities, identifies and prioritizes automation requests, and evaluates their administration, objectives, effectiveness, efficiency, and suitability to current conditions;

Establishes and maintains working relationships with governmental officials and representatives of industry;

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

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May act as the Chief Information Officer in his/her absence, or as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of state-of-the-art information and communication technology and concepts, including enterprise-wide networking, distributed systems, relational database technology, open systems, local/wide area networking, personal computing applications, desktop computing, and telecommunications;

Good knowledge of organizational management, public and business administration, and budgeting;

Good knowledge of the principles and practices of supervision;

Ability to apply principles, practices, methods, and techniques applicable to short and long-range and strategic technology planning;

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

Ability to plan and effectively supervise the work of staff;

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 staff 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;

MINIMUM QUALIFICATIONS:

A) Possession of a Master's Degree in Information Technology, Computer Science, Business Administration, or closely related field and four (4) years of 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) Possession of a Bachelor's degree in Information Technology, Computer Science, Business Administration, or closely related

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field and five (5) years of 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Information Technology, Computer Science, Business Administration, or a field closely related to Computer Science and six (6) years of full time professional work experience in computer operations, systems analysis, programming, or technical support, four (4) years of which must have been in a supervisory capacity

D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five years.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer."