DIRECTOR OF INFORMATION SYSTEMS

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This position involves responsibility for organizing, implementing and monitoring the daily operation of electronic data processing systems meeting the needs of multiple county departments engaged in diverse functions utilizing the county network, the department network, and departmental personal computers. The incumbent will perform technical work in conducting detailed methods and systems surveys of department or division operations with a view to applying electronic data processing methods, and supervises the planning, assigning and implementing work activities concerning electronic data processing operations. Employees in this class will serve as liaison between technical consultants, administrative staff and the County Administrator. The incumbent is responsible for training and instructing all personnel in data processing matters. Work is performed under the direction of the County Administrator with broad leeway for independently performing the duties of the position – planning, and implementing system operations. Supervision may be exercised over clerical and/or technical staff.

<u>TYPICAL WORK ACTIVITIES</u>: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates the implementation of a centralized data processing system for County departments

      requiring automation of records;

Meets with department heads or other agency staff to identify data processing requirements;

Determines the availability of existing application programs and prepares a request for proposal for

      application software;

Conducts feasibility studies;

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Recommends applications for a computer;

Broadly defines the methods by which electronic data processing will perform data management operations for County departments;

Evaluates vendor proposals and makes recommendations regarding contract awards;

Documents specifications;

Makes recommendations to the County Administrator on data processing priorities and how to meet data processing needs;

Serves as the County Resource Person for electronic data processing operations and provides liaison with consultants, county departments and the County Administrator;

Assists in preparing procedure manuals for electronic data processing systems;

Participates in planning for electronic data processing installations;

Designs and supervises the operation of procedures to provide appropriate data for data management system use;

Instructs and assists staff in the conversion of manual operations to electronic data processing methods;

Trains and instructs staff in electronic data processing matters;

May develop executive routines to schedule the operations of the computer and maintain its efficient utilization;

Keeps abreast of current developments in the electronic data processing field;

Makes recommendations concerning the expansion of existing system and/or the purchase of new equipment;

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Prepares and presents a variety of reports, narratives and records;

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-TERISTICS: Thorough knowledge of modern data processing principles, practices, procedures and equipment; good knowledge of the general applications and limitations of major types of electronic data processing equipment in multi-purpose and highly variable applications; good knowledge of the terminology used in the field of electronic data processing and control; good knowledge of systems analysis applicable to computer programming; working knowledge of computer programming principles, techniques and concepts; working knowledge of computer center operations and planning; ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; excellent communications skills; ability to construct and understand flow carts; ability to describe departmental needs and capabilities to consulting systems analysts; ability to assist operational staff in detecting and resolving problems in system operations; ability to evaluate systems operations and usefulness; ability to prepare written summaries and reports; computer programming aptitude; ability to recognize, analyze and solve complex problems; ability to express self clearly both orally and in writing; and knowledge of the Unix and Novell operating systems is essential to the performance of these duties.

MINIMUM QUALIFICATIONS: Either:

(A)   Masters Degree from an accredited college or university in Computer Science, Computer Systems Management or Information Systems Management or a related field; or

 (B)   Bachelors Degree from an accredited college or university in Computer Science, Computer

Systems Management or Information Systems Management or a related field, and two (2)

years of qualifying experience; or

(C)   An equivalent combination as defined within the limits of (A) and (B) above.

QUALIFYING EXPERIENCE:

Must have been FULL TIME EXPERIENCE in the field of systems analysis or programming

including but not limited to participation in such areas as the design and implementation of computer

systems (including feasibility studies); the generation of system specifications, the development of

test data, systems testing, parallel testing pilot projects and post-installation follow-up.

Programming experience is acceptable as qualifying if performed in conjunction with related analysis

duties as described therein. Experience with micro computer or personal computer is not considered

qualifying.

NOTE: Your degree or credits must have been awarded by a college or university accredited 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 or credits were 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.