

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Administrators
Revised: 11/16/09

DIRECTOR OF CENTRAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, directs, supervises and establishes the policies for the Information Technology program for Oneida County. This is a technical and administrative position, involving the responsibility for the planning and operation of a centralized Information Technology system. The work is performed under the general supervision of the County Executive. Supervision is exercised over technical and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises, coordinates and establishes the policies for the planning and production activities of a centralized Information Technology system, print shop and mail room;

Coordinates the implementation of new projects from conception, through investigation and construction steps, to determine the proper data platform, operating system, equipment and their implementation to achieve the program goals;

Makes detailed analysis of the County's network infrastructure including, but not limited to, network servers, data storage, system redundancies, data backup systems, security appliances, workstations and printing options, providing a balance of security, system access and performance ;

Supervises staff performance, makes work assignments, inspect and evaluate ongoing projects to maximize staff productivity;

Meets with vendors and sales representatives to discuss proposals for new equipment and equipment modifications;

Coordinates work activities with other departments and agencies to provide efficient management of reports and information;

Directs the requisitioning of supplies and equipment, maintains inventory records and prepares periodic activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of automatic Information Technology principles, procedures, and equipment. Thorough knowledge in the planning, implementation, maintenance and day to day operations of personal computers, software, development tools, and networking. Good knowledge of planning, design and analysis of computer operations; ability to conduct investigations and detail office procedures; ability to plan and supervise the work of others; ability to communicate ideas clearly, both orally and in writing; initiative and resourcefulness; sound judgment.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the County Executive may determine appropriate.

Adopted: 03/02/82
Revised: 06/24/96, 12/15/98, 11/16/09