

Jurisdictional Class: Pending Jurisdiction Classification
EEO Category: Officials/Administrators
Adopted: 04/26/2023

INFORMATION TECHNOLOGY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position, involving the responsibility for the planning, directing, and coordinating the Division of Information Technology. Responsibilities include management and oversight of end user support, network infrastructure, databases, and cyber security. The Director also collaborates with the Executive Director and other Department Heads to plan, coordinate and facilitate the effective use and management of information technology for their department needs. The work is performed under the general supervision of the Executive Director. Supervision is exercised over all subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sets information technology policy and initiatives;
Responsible for the security and availability of agency's infrastructure;
Prepares annual budget;
Authorizes and supervises departmental expenditures;
Coordinates new projects from conception through implementation;
Responsible for the creation and submission of procurement vehicles;
Responsible for departmental contract maintenance;
Meets with administration to determine strategic goals and objectives;
Meets with vendors and sales representatives to discuss proposals for new equipment modifications, service agreements, and contracts;
Coordinates with other departments and agencies to provide efficient use of agency's assets and infrastructure.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of principles and practices for delivering an information infrastructure to effectively meet an organization's needs; thorough knowledge of organizational and management principles and practices; thorough knowledge in the planning, implementation, maintenance and day to day operations of computers, software, development tools, networking and peripheral equipment applications and uses; 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 work and collaborate effectively with management, professional and technical staff; ability to communicate ideas clearly, both orally and in writing; initiative and resourcefulness; sound judgment.

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MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in information systems management, information technology, computer science, electrical engineering, public or business administration or a closely related field, **AND** five (5) years of experience in the management of information systems projects or the operation of electronic data processing equipment involving programming, systems analysis or technology application activities, 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 systems management, information technology, computer science, electrical engineering, public or business administration or a closely related field, **AND** six (6) years of experience in the management of information systems projects or the operation of electronic data processing equipment involving programming, systems analysis or technology application activities, two (2) years of which must have been in a supervisory capacity.

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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