DIRECTOR OF INFORMATION SERVICES

GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the development, implementation and maintenance of the county's information and data communications strategy and systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving responsibility for planning and overseeing the County computer network and infrastructure in analyzing and adapting a variety of financial and statistical data to computer processing. Supervision is exercised over all subordinate computer operations personnel at the computer center.

EXAMPLES OF WORK: **(Illustrative only)**

-Oversees a computer center engaged in processing, analyzing and storing a variety of financial and statistical data;
-Contribute to the development of the County's strategic and business plans, particularly in relation to information technology and data communications systems, in support of the County's mission;
-Oversee the development and implementation of county-wide information and data communications systems;
-Establish, coordinate and maintain schedules and priorities for the utilization of all computer and networking Equipment;
-Supervises, trains and provides assistance to technical employees engaged in the operation of an electronic computer and related peripheral equipment;
-Supervises and oversees programming and documentation of current and new computer applications;
-Direct and control the staff of the Information Services Department to ensure that they are well motivated and receive all necessary training and development to enable them to carry out their responsibilities to the required standards;
-Provide county departments with a source of expertise on information technology and data communications;
-Plan, supervise and oversee programming and documentation of current and new computer applications;
-Plan, supervise and participate in detailed systems design and analysis of problems related to the electronic data needs of County departments;
-Determine need for new or additional equipment and recommend type and/or capacity;
-Establish production procedures and controls to insure accuracy in operations;
-Provide cost forecasts, estimates and billing for a variety of County information services activities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of computer principles, techniques, and concepts; good knowledge computer programming principals, techniques, and concepts; good knowledge of systems analysis applicable to software development; good knowledge of computer center operations and planning; ability to translate and adapt software to the data needs of county departments; ability to establish and maintain working relationships with program administrators and superiors; ability to plan, organize and supervise the work of others; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

<u>OPEN COMPETITIVE</u> - Graduation from high school **AND**

Either **(A)** Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree in computer science, electronic data processing or a related field and one year of experience on the AS/400 and Windows platforms.

Or **(B)** Graduation from a regionally accredited New York State registered college with an Associate degree in computer science, electronic data processing or a related field and three years of experience on the AS/400 and Windows platforms.

Or **(C)** Five years of experience on the AS/400 and Windows platforms.

Or **(D)** Any equivalent combination of training and experience within the limits of **(A)**, **(B)** and **(C)** above.

<u>PROMOTIONAL</u> - At the time of examination, twenty four months of permanent competitive class status in the Herkimer County Information Services Department in the title of Sr. Microcomputer Specialist, or eighteen months in the title of Computer Programmer, or twelve months in the title of Sr. Computer Programmer.

Revised 6/11/2009 Personnel Officer