

## **DIRECTOR OF INFORMATION TECHNOLOGY**

Code No. 3-20-006  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for the planning, organization, and direction of information technology integration, application and installation. Employees are responsible for efficient and effective service delivery to user departments, for resource management, and for design and refinement of systems and operating methods. The employee reports directly to, and works under the general direction of, an administrative or executive head of a municipal jurisdiction or school district. General supervision is exercised over operations, programming, and systems personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Establishes, issues and enforces policies and standards;

Directs the operations, programming, and systems functions of the department;

Confers with administrative or executive head regarding computer applications and uses, informational needs, operational problems, and service requirements;

Develops written reports regarding performance of personnel, equipment resources and information technology trends;

Reviews requests for additional information technology services and identifies impact on current and planned resources;

Evaluates new hardware and software technology for applicability to department or agency requirements;

Assesses proposed systems and recommends appropriate action;

Analyzes hardware/software utilization and initiates programs for improvement;

Applies cost/benefit analysis methods to current and proposed applications, hardware and software configurations, organization structuring, and personnel management;

Develops and administers the departmental budget;

Develops procedures and schedules for the efficient flow of work;

Recruits, selects, assigns, and develops personnel;

Plans and participates in management education in systems and information technology concepts;

Coordinates departmental activities with the changing information technology demands of users.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of organizational and management principles and practices; good knowledge of governmental operations and organization; good knowledge of principles and practices of systems analysis, design, and implementation; good knowledge of computer applications and uses; good knowledge of programming methods and terminology; good knowledge of computers and related information technology and data management systems; good knowledge of the

programming language appropriate to the installation; ability to communicate both orally and in writing; administrative ability; ability to supervise professional and technical operations, programming and systems staff; ability to develop and administer a budget; ability to develop written materials and reports; ability to manage resources; ability to communicate orally and in writing; ability to deal effectively with professional and technical staff, user departments, and the public; ability to think creatively and logically; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Data Processing, Computer Science, Information Technology, Management Information System, or other computer related field, plus five (5) years paid full-time or its part-time equivalent professional\* experience in information technology operations management, systems analysis, programming, or computer project management, one (1) year of which must have involved computer programming experience, AND one (1) year of which must have involved supervision\*\* of computer technological staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above, plus six (6) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above, one (1) year of which must have involved computer programming experience, AND one (1) year of which must have involved supervision\*\* of computer technological staff; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A), and (B) above.

\*Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, or maintenance work experience.

\*\*supervision, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**REVISED:** July 14, 1983  
**REVISED:** May 8, 2008  
**TITLE CHANGED:** July 7, 2008  
**FORMERLY:** **Director of Data Processing**  
**REVISED:** February 7, 2013