ASSISTANT DIRECTOR, DATA PROCESSING

Code No: 3-18-231
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative
position involving responsibility for assisting in the direction of a large data processing facility
including managing the installation's user service function. The employee acts in behalf of the
Director in his absence and routinely performs assigned administrative duties. Direct supervision
is exercised over the user service staff, and general guidance is provided to operations,
programming and systems personnel. General supervision is received from the Director of Data
Processing. 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.):

Assists the Director of Data Processing in the efficient and effective operation of the facility;

Confers with user personnel to discuss computer application uses,
informational needs, operational problems and new service
requirements;

Directs a staff of user service coordinators responsible for monitoring and assisting user's use of
data processing services;

Provides guidance and assistance to subordinate level personnel;

Reviews requests for additional data processing services, solicits additional users of computer
services and identifies impact on current and planned resources;

Evaluates new hardware and software technology for applicability to departmental requirements;

Assists Director in enforcement of policies and standards;

Analyzes departmental resource utilization and monitors programs for improvement;

Assists Director in preparation and administration of departmental budget;

Prepares written reports regarding performance of personnel, long range plans and necessary
New York State annual report;

Assesses proposed application system and makes recommendations for appropriate
implementation;

Gives oral presentations to school administrators, school boards, and other professional
organizations regarding data processing
services.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS: Thorough knowledge of the principles and techniques used in systems

analysis, design, and implementation; thorough knowledge of programming methods and terminology; thorough knowledge of the principles and techniques of data entry, data control, and operation of computer hardware and peripheral equipment; good knowledge of administrative management; ability to translate technical language in a non-technical manner to users; supervisory ability; ability to
instruct and guide subordinates in both systems and programming and operational areas; ability to review budget plans and assist in their preparation; ability to make recommendations for application system implementation; ability to conduct oral presentations to school and other administrators; ability to think creatively and logically; ability to establish and maintain effective professional relationships; ability to act in Director's behalf; good judgment; health commensurate with the demands of the position.

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

A)   Graduation from a regionally accredited or New York State
        registered college or university with a Bachelor's degree in   Data Processing, Computer Science, Mathematics, Business   Administration, or Electrical Engineering plus four (4)
        years full time paid responsible experience in data   processing operations management, systems analysis,   programming, or project management, one (1) year
        of which shall have involved supervision of a technical   staff, OR

B)   Graduation from high school or possession of a high school
        equivalency diploma, plus eight (8) years of experience as   defined in (A), one (1) year of which shall have involved   supervision of a technical staff; OR

C)   Any equivalent combination of training and experience as   defined by the limits of (A) and (B).

NOTE: A Master's degree in Computer Science, Data Processing,
        Mathematics, Business Administration, or Electrical
        Engineering may substitute for up to one (1) year of   general   work experience.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 25, 1985