

DIRECTOR OF DISTRICT SYSTEMS

Code No: 3-20-044

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a school district responsible for planning, organizing, and directing the district technical and application activities. The employee is responsible for efficient and effective service delivery to user departments and for ensuring adequate staffing levels to provide uninterrupted service support. The employee reports directly to and works under the general supervision of the Assistant Superintendent for Technology, or other higher-level staff member. General supervision is exercised over a technical staff. Does related work as required.

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

Directs the technical support, operations, and customer support functions of the department;

Assigns and monitors technical projects;

Coordinates staff development through training and management education in systems and data processing concepts;

Recruits, selects, assigns and evaluates personnel;

Confers with staff concerning district progress and needs;

Markets new and existing departmental technology services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of organizational and management principles and practices; good knowledge of systems analysis, design, and implementation; good knowledge of computers and related data processing and data base systems; good oral and written communication skills; administrative ability; ability to supervise a professional and technical operations, programming and systems staff; ability to establish and maintain effective professional relationships with technical staff, user departments and the public; initiative; good judgement; 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 Bachelor's degree in an Information Technology related field, or Business Administration, plus two (2) years paid full-time or its part-time equivalent experience in data processing operations management and systems analysis, (1) year of which shall have involved supervision of a technical staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree with at least eighteen semester credit hours* in

Information Technology, plus three (3) years paid full-time or its part-time equivalent experience in data processing operations management and systems analysis, (1) year of which shall have involved supervision of a technical staff; OR,

- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Computer Technology, Data Processing, or Business Administration, plus four (4) years paid full-time or its part-time equivalent experience in data processing operations management and systems analysis, one (1) year of which shall have involved supervision of a technical staff; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

***A student transcript is required at time of application for candidates qualifying under (B) above.**

SPECIAL REQUIREMENTS:

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 position.

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: May 4, 2000

REVISED: January 8, 2004