

DIRECTOR OF INFORMATION SERVICES - TOWNS

Code No: 3-18-383
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical managerial position responsible for developing, coordinating, and implementing the Information Services plan for the town. General supervision is exercised over a staff. The employee reports directly to and works under the general supervision of the Town Supervisor or other administrative staff member. 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.)

Develops, communicates, and enforces policies and standards involving Information Services;

Ascertain town departmental needs and objectives;

Develops and implements comprehensive town wide service delivery plan;

Develops multi-year financial projections of plan implementation to Finance Department for inclusion in budget preparation;

Determines and manages the information services resources town-wide;

Confers with administrative staff or department heads regarding computer applications and uses, informational needs, operational problems and service requirements;

Oversees and directs the technical, operations, and customer support functions of the department, including contracted services;

Prepares and administers the departmental budget;

Maintains current knowledge and evaluates new hardware and software technology applicable to departmental requirements;

Assesses proposed systems and recommends appropriate action;

Analyzes resource utilization with knowledge of staff to initiate programs for improvements;

Supervises staff, including interviewing, making recommendations for hire, assigning work, development, evaluating and approving time off.

PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of hardware and software technology and analysis techniques; good knowledge of operations and customer support functions; budgeting, financial skills; organizational skill; ability to communicate effectively; ability to develop financial projections for budget preparation; ability to direct technical support including contracted services; ability to maintain current knowledge of hardware and software technology to determine departmental requirements; ability to analyze resource utilization and knowledge of staff to initiate programs for improvements; ability to establish and maintain effective

professional working relationships; good judgement; thoroughness, initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full-time or its part-time equivalent experience in systems development and analysis, two (2) years of which must have involved defining user needs, suggesting solutions, and implementing systems using applicable technology; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years of experience as defined in (A) above, two (2) years of which must have involved defining user needs, suggesting solutions, and implementing systems using applicable technology; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

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.

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 6, 1999

REVISED: November 6, 2003

Denied Non-Competitive by State Civil Service Commission action on April 11, 2005.