<u>ASSISTANT DIRECTOR - SYSTEMS AND PROGRAMMING</u>

Code No.: 3-18-037

COMPETITIVE

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This is an important administrative and managerial position involving responsibility for directing the systems development of the Data Processing Department including systems analysis, systems design and programming. The Assistant Director furnishes planning, consultation and advisory services on systems development to user departments as well as overseeing large scale projects for development or major modifications of information systems from concept to full operation. Work is performed under the administrative supervision of the Director of Data Processing. May substitute for the Director in his/her absence. General supervision is exercised over a professional, paraprofessional and clerical staff. Does related work as required.

<u>TYPICAL WORK ACTIVITIES</u>:

Supervises the systems development of the Data Processing department, including systems analysis, systems design and programming;

Plans the level of resources needed in each function of the department;

Prepares and documents department budget, contracts, plans, project control and reporting activities;

Establishes general schedules and priorities for Systems Development Projects and Support Services;

Monitors completion of Information Systems Development and modification projects so that the projects are completed on time and within budget;

Maintains an adequate and qualified staff of systems development and programming specialists;

Organizes and monitors the selection and training of personnel;

Maintains a current and complete awareness of the operating plans and activities of the department in order to act as Director of the Department whenever necessary;

Assists the Director of Data Processing in the performance of duties.

<u>FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS</u>: Comprehensive knowledge of the principles and techniques used in system analysis and design, including study approaches, effective work procedures, work simplification, forms and records design and control; thorough knowledge of the resources and needs of the department and the user departments involved; good oral and written communication skills; analytical skills; ability to supervise; ability to

establish effective working relationships with others; ability to coordinate projects; ability to prepare budgets and contracts; ability to establish schedules and set priorities for projects as well as on going activities; ability to substitute for the Director when necessary; tact; good judgment; imagination; health commensurate with the demands of the positon.

MINIMUM QUALIFICATIONS:

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

(A)   Ten (10) years of paid full time or its part time equivalent
        experience in programming and systems development, two (2)   years of which shall have been in a supervisory capacity; OR,

(B)   Graduation from a regionally accredited or New York State
        registered college or university with an Associate's degree in   a computer science field plus eight (8) years of paid full   time or its part time equivalent experience in computer
        programming and systems development, two (2) years of which   shall have been in a supervisory capacity; OR,

(C)   Graduation from a regionally accredited or New York State
        registered college or university with a Bachelor's degree in   a computer science field plus six (6) years of experience in computer programming and systems development, two (2) years of
        which shall have been in a supervisory capacity; OR,

(D)   Graduation from a regionally accredited or New York State
        registered college or university with a Bachelor's degree plus
        eight (8) years of paid full time or its part time equivalent
        experience in computer programming and systems development,   two (2) years of which shall have been in a supervisory   capacity; OR,

(E)   An equivalent combination of training and experience as   defined by the limits of (A), (B), (C), and (D).

NOTE: A Master's degree in a computer science field may be substituted for one (1) year of general computer programming and systems development experience.

SPECIAL REQUIREMENTS: Depending on the 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.
REVISED: May 6, 1982