

DEPARTMENT: INFORMATION TECHNOLOGY
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 16, 2015

FLSA Status: Exempt/Administrative

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level administrative/managerial position which requires a high-degree of technical ability and high-quality interpersonal skills. The work involves directing and coordinating the overall activities of the County Information Technology Department including policies, network, applications, disaster recovery, system analysis, video and alarm security systems. Responsibilities include assisting the Director of Information Technology with the departmental budget, prioritizing departmental work requests, and management of security systems. Work is performed under the general supervision of the Director with wide leeway permitted for the exercise of independent judgment in carrying out the duties of the position in accordance with established policies and procedures. The incumbent exercises direct and general supervision over lower-level staff. All work must be performed in a secure and confidential manner. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Director with departmental personnel matters (e.g. staffing, supervision and performance appraisal);
2. Assists the Director with department budget, contracts and expenses;
3. May be called upon to perform the duties of the Director of Information Technology in his/her absence;
4. Assists the Director in the development and implementation of departmental policies and procedures;
5. May be assigned special information technology projects by the Director;
6. Confers with county departments in order to exchange information, set priorities, and identify and assess short and long term information technology related needs and goals;
7. Performs feasibility studies of potential projects including the evaluation of alternatives;
8. May recommend enhancements to current systems to better use available technology;
9. Responsible for the Disaster Recovery Plan and Continuity of Operations Plan;
10. May perform job duties of subordinate staff in the department in emergency situations;
11. Manages, coordinates, and establishes priorities for projects;
12. Acts as liaison with software and hardware vendors in the resolution of problems, and to discuss proposals and procurement for new equipment and products;
13. Designs and oversees the installation of voice, data and video communications as required;
14. Evaluates existing video, alarm and security systems for necessary modifications or upgrades as necessary;
15. Troubleshoots video, alarm and security systems and coordinates maintenance, repair, and replacement;
16. Oversees projects to ensure that work is performed according to specifications, timetables, and plans and identifies and reports on progress and deficiencies;
17. Monitors, reviews and maintains alarm codes, security passes and system inter-connections between security and building computerized systems;
18. Operates, monitors, and maintains all surveillance systems in an secure, efficient and confidential manner including recording devices, video equipment and operating controls;
19. Collaborates with Public Works personnel on the maintenance and use of building access systems;
20. Collaborates closely with Information Technology network staff to properly interface security, alarm and video systems to the county network;
21. Utilizes computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignment.

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DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern information technology principles, procedures, and equipment; thorough knowledge of system analysis for application to computerized methods; thorough knowledge of the planning and design of computerized operations; good knowledge of the practices of public and business administration and budgeting; good knowledge of advanced electronic security and alarm equipment testing and installation procedures; good knowledge of the design, construction, installation and maintenance of security and alarm system equipment; good knowledge of the tools and terminology associated with security and alarm system procedures and equipment; skill in the use of information technology systems at an acceptable rate of accuracy and speed; ability to plan and supervise the work of others; ability to negotiate and enforce contracts with vendors, ability to establish and maintain effective working relationships; ability to exercise sound professional judgment in evaluating situations, making decisions, and establishing priorities; initiative; resourcefulness; tact; courtesy, maintain the strictness of security and confidentiality; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma:

AND: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business Administration, Data Processing, Information Technology or a related field and one (1) year of satisfactory full-time paid experience in Information Technology field including supervision and management of staff;

OR: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Business Administration, Data Processing, Information Technology or a related field and two (2) years of satisfactory full-time paid experience in Information Technology field including supervision and management of staff;

OR: Five (5) years of satisfactory full-time paid experience in the Information Technology field including supervision and management of staff.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field, at the time of appointment and throughout the duration of employment.