## GENESEE COUNTY

## DIRECTOR OF INFORMATION TECHNOLOGY

**DISTINGUISHING FEATURES OF THE CLASS:**
This is a strategic administrative position involving responsibility for the planning, organization, and direction of information management, voice and data communication services and cybersecurity for the County, a school district or municipality. This position is responsible for the efficient and effective service delivery to users, for resource management, for design, refinement, and integration of systems and operating methods, protecting all information assets from both internal and external cybersecurity threats, ensuring data is backed up and recoverable and following all regulations that govern the protection and retention of electronic data.

Direct supervision may be exercised over Information Technology staff. The Director is also required to collaborate with other Department Heads and their Information Technology staff to plan, coordinate and facilitate the effective use and management of information technology for the entire jurisdiction. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**
Establishes, issues, and enforces policies and standards;
Ensures compliance with laws and state/federal standards for Information Technology,
      e.g. security, copyright laws, contracts, records retention, privacy of data, etc.;
Directs the operations of an Information Technology Department, customer support,
      advisory, systems development, and integration functions;
Directs, supervises, and monitors the adequacy of computing, voice and data networks and
      security systems;
Directs, supervises and coordinates the use of cellular technology for the organization;
Develops procedures for the efficient flow of work and business processes;
Oversees work and staff to ensure assignments are met on a timely basis;
Reviews requests for additional services and identifies impact on current and planned
      resources;
Actively participates on user committee(s) and sub-committees designed to prioritize and
      track progress of major projects and programs;
Reports to governing body regarding computer and communications applications and uses,
      informational needs, operational problems and service requirements;
Develops benchmarks and performs comparisons to evaluate the effectiveness and quality
      of information technology performance, customer satisfaction, service delivery and IT
      spending;
Prepares written reports on trends in computer and communications equipment, resources,
      data processing, applications development, information management and systems
      integration;
Evaluates new hardware, software, communications and security technologies and methods
      for applicability to meet county and user needs;
Assesses proposed systems and recommends appropriate actions;
Manages contracts and relationships with vendors, develops and/or reviews RFPs, RFQs
      and bids for information technology needs;

**TYPICAL WORK ACTIVITIES - Continued:**

Analyzes the utilization of resources and initiates programs for improvements in processes, methods, standards, and technology;

Applies cost/benefit analysis methods to current and proposed applications, hardware and software configurations, structuring and personnel management;

Develops and manages the annual budget and coordinates the procurement of IT equipment for the organization.

Coordinates the disposal of electronic equipment following all applicable Federal and NYS laws.

Performs all necessary administrative functions such as preparing budgets, developing  IT plans, billing, hiring, developing and evaluating staff, developing contingency plans, etc.;

Plans and participates in management education programs as well as provides for staff development in the effective and efficient use of information technology.

The above examples of duties are intended only as illustrations of the various types of work performed.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:** Thorough knowledge of principles and practices for delivering an information infrastructure to effectively meet an organization's needs; thorough knowledge of organizational and management principles and practices; Thorough knowledge of methods and terminology for systems analysis, design, programming, integration and implementation; Thorough knowledge of computers and related data processing and data base systems; Thorough knowledge of computer, communications and peripheral equipment applications and uses; thorough knowledge of the concepts and uses of modern applications including integrated software packages, Internet and e-mail applications; thorough knowledge of programming languages appropriate to the installation; working knowledge of IT operations and organization; thorough knowledge of cybersecurity and protecting assets from internal and external threats; good knowledge of governmental budgetary procedures; ability to plan, supervise and evaluate the work of others; ability to communicate ideas clearly both orally and in writing; ability to work and collaborate effectively with management, professional and technical staff, user departments and the public; ability to think creatively and logically.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.  The employee is regularly required to walk, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds.  Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

A.      Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Management Information Systems, Computer Science, Public Administration or closely related field and five (5) years of full-time, paid experience in the management of information systems projects, or the operation of electronic data processing equipment involving programming, systems analysis, or project management, three (3) years of which must have been in a supervisory capacity;

**OR:**

B.      Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in in Management Information Systems, Computer Science, Public Administration or closely related field and six (6) years of full-time, paid experience in the management of information systems projects, or the operation of electronic data processing equipment involving programming , systems analysis, or project management, three (3) years of which must have been in a supervisory capacity;

Pending Classification
9/10/98
Revised 11/2/99
Adopted Non-Competitive Class (County Service Only)
10/24/00
Revised 12/10/20