INFORMATION SYSTEMS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position with responsibility for services and activities offered by a municipal information systems center.   The   work, involving the analysis and adaptation to information systems of a variety of financial and statistical data, is performed under the general direction of the Board of   Supervisors.   The Director is permitted   considerable latitudes for exercising independent judgment in carrying out his   assigned duties.   Supervision is exercised over subordinate technical and clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees a computer center engaged in processing, analyzing and storing a variety of financial and statistical data;
Provides technical advice and assistance to department officials in identification and solution of a variety of information systems problems;
Establishes, coordinates and maintains schedules and priorities for the utilization for all equipment in the computer center;
Supervises, trains and provides assistance to technical employees engages in the operation of an electronic computer and related peripheral equipment;
Supervises, designs and oversees programming and documentation of current and new computer   applications;
Plans, supervises and participates in detailed systems design and analysis of problems related to a variety of accounting and statistical data;
Determines need for new or additional equipment and recommends type and/or capacity;
Designs forms, flow charts, schedules and operational instructions and procedures;
Establishes production procedures and controls to insure adequate volume and accuracy in operations;
Provides cost forecasts, estimates and billing for a variety of county information systems activities;
Prepares a variety of records and reports in connection with the operation of the data information systems center.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation, care and adjustment of an electronic computer and related peripheral equipment such as a data recorder; good knowledge of electronic computer programming   principles, techniques, concepts; good knowledge of the application of major types of electronic information systems equipment to accounting and statistical problems; working knowledge of systems analysis   applicable to computer programming; working knowledge of computer center operations and planning; ability to translate and adapt administrative, statistical and financial data to programs for use in an information systems operation; ability to establish working relationships with program administrators and   supervisors; ability to plan, organize and supervise the work of others; 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 in computer science or related field (including or supplemented by sixteen (16) semester hours in information systems) and two (2) years of paid supervisory experience in the operation of electronic information systems equipment which shall have involved systems analysis and computer programming; or

(b)   Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in applied science in electronic information systems and four (4) years   of paid experience in the operation of electronic information systems equipment, involving systems analysis and computer programming; two years of which must have been in a supervisory capacity; or

(c)   Graduation from high school or possession of a high school equivalency diploma and six (6) years of paid experience in the operation of electronic information systems equipment, involving systems analysis and computer programming; two (2) years of which must have been in a supervisory capacity; or

(d)   An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

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