

**DEPARTMENT:** INFORMATION TECHNOLOGY  
**CLASSIFICATION:** NON-COMPETITIVE **FLSA Status:** Exempt/Executive 1/4/2010  
**APPROVED:** AUGUST 29, 2011

**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 system analysis, programming, and computer operations. General direction is received from the County Manager. Direct supervision is exercised over professional and clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, directs, and implements a program involving the centralization of county information technology equipment;
2. Directs the production of reports; establishes a priority system for projects; and allocates operating time of computer systems;
3. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods;
4. Consults with department heads on information technology needs; evaluates and coordinates new applications or modifications;
5. Maintains continuous control of all activities through management reports and direct supervision;
6. Consults with Management Steering Committee on Information Technology Department issues, progress, recommendations, priorities and policies;
7. Maintains departmental reports and records; compiles budget; requisitions supplies and equipment; personnel records and files.

**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; 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 establish and maintain effective working relationships; ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities; initiative; resourcefulness; tact; courtesy; sound professional judgment; 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 four (4) year accredited college or University recognized by the State of New York with a degree in Business Administration, Data Processing, Information Technology or a related field **and** three (3) years of full-time paid general business administration experience in government or business, plus two (2) years full-time paid experience in information technology, one year of the five (5) years required must have been involved in the first-line supervision of others in information technology work.