

ASSISTANT CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer (CIO), an incumbent of this position is responsible for the overall direction of a significant organizational unit or program which involves significant integration across departments, programs and functional lines. This class has wide latitude for independent and autonomous action in the management of their areas of responsibility, and recommends to the CIO and top executive staff programs, policies and procedures to ensure the efficient and effective management of the Department. This class participates with the CIO and Deputies in the overall administration of the Department, and is responsible and accountable for the attainment of departmental goals within their areas of responsibility. An incumbent of this position may represent the CIO and the Department with representatives of other agencies, and frequently interacts with Department Heads and staff of other departments. Supervision is exercised over a number of managerial and professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults with department heads or their representatives to develop multiple year work plans for the use of information technology and directs the evaluation of required resources, cost estimates and proposals;

Directs the implementation of County-wide information technology projects in areas of responsibility;

Participates with the CIO, Deputies, and other Assistant CIO's in the development of multiple year work programs and departmental goals;

Prepares RFP's for vendor software, software tools and components, server and network equipment and associated peripherals, and manages vendor relationships to ensure the delivery of required products and services in a timely and accurate fashion;

Participates in the development and implementation of County-wide information technology policies to ensure uniformity of the County's Information Technology operation;

Provides technical advice, direction, and consultation to Information Technology staff and County Departments;

Keep abreast of new developments in information technology to determine their possible use for the benefit of the County;

Develops proposals for cost containment initiatives, and planning and evaluation of pilot projects in areas of responsibility,

Develops implementation plans and monitors all information technology projects implemented in County departments and County-wide;

Institutes in-depth analyses of County-wide operations and programs, at the direction of the Chief Information Officer, and issues reports and makes recommendations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops staff through training, instructional materials, meetings and performance reviews;

Participates in the development of the Department's budget, particularly as it affects personnel and the delivery of services;

Manages, coordinates and schedules staff to ensure that all tasks are completed in a successful and timely manner, at any point in the life-cycle of an application system, to build effective applications systems in County departments;

Schedules and approves all leaves in conjunction with project timetables;

Ensures the reliable and efficient operation of applications systems used by County departments, including review of performance statistics;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the goals, objectives, policies and procedures of assigned organizational areas and the department; thorough knowledge of the concepts of server and client operating systems; good knowledge of the principles and practices of administrative supervision; good knowledge of administrative control processes associated with budget and purchasing; good knowledge of data communications and basic electronics terminology; ability to train staff in the use of various application tools; ability to plan, coordinate, supervise and evaluate the work of others including subordinate supervisors and team leaders; ability to effectively prioritize and organize work assignments; ability to communicate effectively, both orally and in writing; ability to identify, evaluate and convey requirements, designs and operations of application software and systems, network and server communications software and related equipment; ability to establish and maintain effective working relationships; ability to manage technical projects and vendor relationships; ability to determine standards and procedures; ability to gather and analyze data and draw conclusions; ability to think logically; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; thoroughness and attention to detail; resourcefulness; initiative; leadership; tact; integrity; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience in an information technology field where the primary function was at a managerial level, with responsibility for supervising project implementation involving one or more of the following: a) system deployments that involved designing and programming application software in at least two of the following languages: C++, Java, SQL, Javascript, UNIX Shell Script, or Perl; b) installation, maintenance and relocation of network equipment and associated peripheral equipment, including the installation of network operating systems and configurations; or c) installation, maintenance and relocation of servers and associated peripheral equipment, including the installation of server operating systems and support software.

SUBSTITUTION: A Master's Degree* may be substituted for one year of the above stated experience.

NOTE #1: Experience solely on a home personal computer may not be used as a substitute for the aforementioned experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.