ASSISTANT DIRECTOR OF INFORMATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director of Information Services, the incumbent of this class assists in the administration and direction of Information Technology programs and policies at Westchester Medical Center. Responsibilities include assisting in the procurement, implementation, management, planning and development of all information systems used at Westchester Medical Center, including but not limited to, mainframe services, personal computer networks (server and network administration), clinical and business information systems application and development, telecommunications, and internet access. The incumbent is responsible for the day-to-day operations of the Information Systems division as well as the administrative planning, organization and supervision of large, agency-wide IT-related projects. The incumbent acts for and on behalf of the Director of Information Services in his/her absence. Administrative supervision is exercised over professional, technical, and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the planning, development and management of new automated information systems and enhancements to existing automated systems at the Westchester Medical Center;

Advises and assists the Director of Information Services in the formulation of departmental policies, plans, and programs;

Directs and coordinates the day-to-day operations of the division of Information Systems to ensure ongoing operation of the automated systems provided to the user departments/divisions;

Monitors the performance and effectiveness of automated systems at the Medical Center and recommends additions and/or modifications to enhance those automated systems in order to meet management objectives;

Consults with division heads or their representatives to develop multiple year work plans for the use of information technology;

Identifies, determines, and prioritizes automation needs in conjunction with department/division users and explores alternatives to meet those needs;

Examines the costs and benefits of viable alternatives and recommends solutions to identified automation needs;

Coordinates the acquisition of data processing equipment for the Medical Center by developing specifications and evaluating vendor products and proposals to recommend acquisition of specific vendor products;

Reviews and approves the procurement of information technology hardware and software;

EXAMPLES OF WORK: (Cont'd)

Acts for the Director of Information Services in his/her absence and represents him/her in an official capacity, as required;

Prepares the operational budget for the division of Information Services;

Coordinates and assists with the recruitment, placement, and training of personnel;

Directs and coordinates special projects and programs as assigned by the Director of Information Services;

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

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and understanding of information system concepts and applications including hospital information systems such as patient information management, patient accounting, financial information, dedicated departmental systems, decision support systems and office automation systems; thorough knowledge of the principles and practices of systems, organization and management analysis; good knowledge of the goals, objectives, policies and procedures of Westchester Medical Center management; good knowledge of the principles of administrative supervision; good knowledge of administrative control processes associated with budget and purchasing; good knowledge of the concepts of distributed systems, local/wide area networking, telecommunications, server and client operating systems; ability to identify, evaluate and convey requirements, designs and operations of application software; ability to work effectively with administrative and management staff; ability to present ideas clearly and concisely, both orally and in writing; ability to plan, organize and supervise the work of a diverse and highly technical staff to meet a wide variety of information and data processing needs; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound judgment; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* which must have included successful completion of 30 credits* in Computer Science or Information Systems and five years of experience where the primary function of the position was in an administrative or supervisory capacity over IT technical operational, and/or business systems staff which must have included or been supplemented by experience developing (programming and systems analysis) management information systems.

SUBSTITUTION: Possession of a Master's Degree* with major coursework in Computer Science or Information Systems may be substituted for one year of the above stated experience.

NOTE: 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 Education Department as a post-secondary, degree-granting institution.