

## DIRECTOR OF INFORMATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class is responsible for directing and managing the Westchester Medical Center's Department of Automated Information Systems to provide the most efficient, effective and economical application of electronic data processing services in accomplishing the management objectives of user Hospital Departments/Division and the Hospital Administration. This includes directing and coordinating the work of a large data processing staff engaged in planning, implementing, and providing technical support services, systems application, data transmission and processing, computer operations and programming. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

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

Researches, analyzes and communicates new concepts, ideas and techniques in information systems and data processing;

Coordinates the implementation of automated systems including but not limited to the installation of data processing equipment and preparing personnel and staff in the user departments/divisions to effectively utilize automated systems;

Directs and coordinates the day-to-day operations of the Department of Automated Information Systems to insure 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.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge, understanding and responsiveness to the management objectives of the Westchester Medical Center; 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; 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; sound judgment; resourcefulness; initiative; tact; good health.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university and either (a) ten years of data processing administrative or supervisory experience, five of which must have included development of management information systems; or (b) a Master's Degree\* in information systems, Business Administration or Public Administration and eight years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Administrative or supervisory level experience in programming for internally stored programmed computer with magnetic storage media may be substituted for an equivalent amount of methods experience up to a maximum of two years. Experience obtained as an intern in Public Administration or other administrative discipline may be substituted for an equal amount of the required experience to a maximum of one year.

\*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.