

DIRECTOR OF PROGRAM DEVELOPMENT II
(INFORMATION TECHNOLOGY MANAGEMENT OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of an Assistant Chief Information Officer (ACIO) or other designee of the Chief Information Officer, the incumbent of this position is responsible for the supervision of all administrative support and financial and accounting operations for the Department of Information Technology. Supervision is exercised over subordinate support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises departmental personnel operations to ensure that appropriate procedures are in effect to comply with regard to New York State Civil Service rules and procedures as well as Personnel Office rules and procedures;

Supervises departmental payroll operations to ensure that appropriate procedures are in effect to comply with Department of Finance payroll procedures;

Supervises all fiscal operations of the department which includes participating in the development and implementation of financial and budgetary policies in compliance with legal requirements and County procedures;

Supervises the activities of the department's central records which include responding to FOIL requests;

Supervises the development and preparation of the department's annual budget;

Supervises and maintains all accounting and reporting functions required by the department; compiles and prepares financial reports in compliance with reporting requirements;

Supervises the personnel function for the department, including the implementation of all laws, policies, procedures and labor agreements; processing all payroll/personnel forms and documents; maintaining accurate time and attendance records; and maintaining detailed, accurate personnel records and files;

Evaluates financial and statistical reports to plan for short and long-term operational needs;

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 required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques; good knowledge of the general principles of modern public personnel administration; good knowledge of New York State Civil Service Law and Westchester County Personnel Rules; good knowledge of payroll processing requirements; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistics in an automated environment; ability to supervise and advise a number of personnel including professional level personnel staff; ability to deal with officers, employees and the public in all levels and categories; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; good organizational skills; initiative; sound professional judgment; thoroughness with details; accuracy; dependability; resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience where the primary function of the position was accounting, public or business administration, budget or personnel administration, three years of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree* in Business Administration, Public Administration, Government or a related field may be substituted for one year of experience, exclusive of the supervisory experience.

NOTE: #1: Experience obtained as an intern in public administration may be substituted for up to one year of experience, exclusive of the supervisory 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.