

DIRECTOR OF SYSTEMS DEVELOPMENT AND APPLICATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for managing, directing and supervising project leaders in the establishment and implementation of new or revised data processing systems and programs, which includes: feasibility studies, systems proposals and designs, cost benefit analysis, budget and cost projections. Responsibilities include working with department heads or their representatives to plan, coordinate, and define management goals in the use of automated information systems. Considerable independent judgment is exercised in staff recruitment, development and motivation, evaluation and supervision, budget planning and preparation, and scheduling EDP projects. Supervision is exercised over EDP project teams assigned to specific groupings of County departments and functions, each consisting of a team leader, Senior and Systems Analysts, Senior and lower levels of Programmers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and/or participates in consulting with department heads or their representatives to develop multiple year work plans for automation; directs the evaluation of required resources, cost estimates and proposals;

Directs project leaders and monitors their progress in their supervision of their respective staffs in the implementation of multiple year work programs;

Confers with project leaders and senior staff to identify project goals and objectives; reviews and sets priorities, schedules staff needs, staff training and development;

Reviews, audits, and monitors status of work in progress to insure conformance with scheduling objectives; resolves schedule conflicts, and restructures team assignments when necessary to meet shifting project needs;

Interacts with and communicates with other section heads in maintaining the balance between systems development, maintenance, production and turnover of new or revised systems;

Participates with the Manager and Assistant Manager of Data Processing in the development of multiple year work programs, division goals, and budget preparation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and procedures of staff management; thorough knowledge of the principles and methods of the application of electronic data processing; thorough knowledge of the application of electronic Data Processing hardware and software, programming and systems analysis in the automation of a wide variety of governmental applications; thorough knowledge of organization structure and its relation to work flow; good knowledge of such management techniques as forms design, methods improvement, administration and automated controls and security; good knowledge of the principles and practices of office management; ability to establish and maintain good working relationships with town, county and state officials and agencies; ability to express

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continue)

ideas clearly and concisely, both verbally and in writing; ability to plan and supervise the work of others; ability to provide technical expertise to staff, department heads or their representatives; sound judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* and six years experience in systems development, two years of which must have been in the analysis, design, or supervision of the analysis of broad and complex projects; or (b) Master's Degree* and five years experience as stated in (a) which must have included the two years of the specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience in programming for internally stored programmed computer with magnetic storage media may be substituted for the required systems development experience for up to a maximum of two years.

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

SUBSTITUTION: Experience obtained as an intern in Public Administration may be substituted for an equal amount of the required experience.