SECOND DEPUTY CHIEF INFORMATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer (CIO) and Deputy Chief Information Officer, the incumbent assists in the administration and direction of all Information Technology programs and policies for Westchester County and is directly responsible for the administrative planning, organization and supervision of the Data Center Operations segment of the Department of Information Technology. Supervision is exercised over a large number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the administration and direction of all Information Technology programs and policies for Westchester County;

Directs the administrative planning, organization and supervision of the Data Center operations segment which includes servers, LAN/WAN networks, and printing operations of the Department of Information Technology;

Advises and assists the CIO in the formulation of departmental policies, plans, and programs;

Represents the department, as directed, at meetings and in an official capacity with County departments and related state/federal agencies, professional organizations, etc.;

Consults with department heads or their representatives to determine their requirements for Data Center services such as servers and LAN/WAN networks

Assists in the development of multiple year work plans for the use of information technology;

May act for the CIO in the absence of the CIO and the Deputy CIO, representing the CIO in an official capacity, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of data center operations which includes servers and LAN/WAN networking; thorough knowledge of the goals, objectives, policies and procedures of the department; good knowledge of the concepts of distributed systems, local/wide area networking, telecommunications, server and client operating systems; good knowledge of the principles and practices of public administration and management; good knowledge of the principles of administrative supervision; good knowledge of administrative control processes associated with budget and purchasing; ability to plan, coordinate, supervise and evaluate the work of others including subordinate supervisors and team leaders; ability to communicate effectively, both orally and in writing; ability to identify, evaluate and convey requirements, designs and operations of application software; flexibility; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of recent information technology management experience (within the last ten years), two years of which must have been at an executive or managerial level in a public administration environment.

*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.