

ASSISTANT DIRECTOR FOR SYSTEMS AND PROGRAMMING
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Directs and supervises the activities of all personnel in the systems and programming department of the Lower Hudson Regional Information Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, an incumbent of this class directs systems development including system analysis, design and programming functions; furnishes planning, consultation and advisory services on system development to users; and oversees major projects for new or modified information systems. Supervision is exercised over a series of lower-level technical employees.

EXAMPLES OF WORK: (Illustrative Only)

Determines the work schedules for the personnel in the systems and programming department and ensures that they are provided with specific checkpoint and completion dates;

Establishes procedures for monitoring and reporting activities for systems and programming department;

Establishes budget input for all personnel, hardware and supplies for systems and programming departments;

Maintains all currently running applications and prepares means and methods for moving into the most advanced modes;

Evaluates all personnel in the systems and programming department;

Determines the scope and tasks of systems and programming effort required for new proposals;

Reports periodically to the Director on the progress of each project in accordance with the goals and objectives of the Information Center;

Reviews department operations and recommends cost effective organization of department;

Provides Director with all relevant data necessary for the development of annual and long range plans;

Recommends to Director the appointment of all systems personnel;

Oversees the training and ensures the continuing development of job competency of all personnel within the systems and programming department;

Represents the Center on all technical matters, both internally and externally.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated and manual procedures and requirements; thorough knowledge of the requirements of computer programming, operations, applications and day-to-day administration; thorough knowledge of organizational structure and its relation to work flow; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; initiative; tact; resourcefulness; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency degree and either (a) graduation from a recognized college or university with a Bachelor's Degree and 7 years of work experience using computer based information systems or computer systems, analysis and design, including two years in a supervisory capacity; or (b) completion of two years of post high school education and 9 years of the experience as stated in (a), including two years in a supervisory capacity; or (c) 10 years of the experience as stated in (a), including two years in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: The successful completion of a course in COBOL or 15 weeks work experience with COBOL must be demonstrated by candidates.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.