

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 09/18/2024

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class acts generally for and in place of the Director of Information Technology and is responsible for assisting in the planning, organizing and directing of Information Technology operations. The incumbent assists in business management, program operations and coordination of technical services. The work is performed under the direction of the Director of Information Technology. Supervision is exercised over professional and technical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts on behalf of the Director of Information Technology in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Director of Information Technology;
Implements Countywide IT policy and initiatives as determined by the Director of Information Technology;
Coordinates the implementation of new projects from conception through implementation;
Makes detailed analysis of the County's infrastructure including but not limited to network servers, data storage, systems redundancies, data backup systems, security appliances, workstations and printing options;
Meets with vendors and sales representatives to discuss proposals for new equipment modifications, service agreements, and contracts;
Responsible for the management of all IT projects and initiatives;
Works closely with the Director to determine the objectives of the department;
Coaches, mentors and supervises team members to influence them to take positive action and accountability for their assigned work;
Delegates projects and responsibilities to appropriate staff;
Reports departmental activities to the Director of Information Technology.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of principles and practices for delivering an information infrastructure to effectively meet an organization's needs; thorough knowledge of organizational and management principles and practices; thorough knowledge in the planning, implementation, maintenance and day to day operations of computers, software, development tools, networking and peripheral equipment applications and uses; good knowledge of planning, design and analysis of computer operations; ability to conduct investigations and detail office procedures; ability to plan and supervise the work of others; ability to work and collaborate effectively with management, professional and technical staff; ability to communicate ideas clearly, both orally and in writing; initiative and resourcefulness; sound judgment.

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MINIMUM QUALIFICATIONS:

- (A) Possession of Bachelor's Degree in information systems management, information technology, computer science, electrical engineering, public or business administration or a closely related field, **AND** five (5) years of experience in the management of information systems projects or the operation of electronic data processing equipment involving programming, systems analysis or technology application activities, two (2) years of which must have been in a supervisory capacity; **OR**

- (B) Possession of Associate's Degree in information systems management, information technology, computer science, electrical engineering, public or business administration or a closely related field, **AND** seven (7) years of experience in the management of information systems projects or the operation of electronic data processing equipment involving programming, systems analysis or technology application activities, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT FOR ONEIDA COUNTY GOVERNMENT ONLY: Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 06/17/2019
Revised: 03/19/2020, 09/18/2024