Civil Division: Oneida-Herkimer Solid Waste Authority;
                            Oneida-Herkimer BOCES; Schools
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 08/09/12

DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS (MIS)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the overall management of information systems. This administrative position will report directly to the Department Head or other designated official and will be responsible for the operation of all computer systems including hardware and software. This incumbent will also be required to train various employees on utilization of software and computer programs in current operation. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Designs, specifies, configures, installs, and maintains local area network hardware, software, and
    telecommunications services such as personal computers, system software, software
    applications, printers, servers, routers, switches, modems, cabling, and Internet service
    providers;
Develops and implements policies and procedures related to network hardware and software
    acquisitions, use, support, security and back-up;
Develops and communicates standards for use, operations, and security of network, personal
    computers, and data;
Researches and evaluates new technology and negotiates contracts with and coordinates
    activities of hardware, software, telecommunications, support and training vendors.
Trains users on software and equipment usage;
Establishes and maintains network users, user environment, directories, and security;
Consults with other Administrative employees to develop system solutions consistent with
    organizational objectives;
Develops and implements disaster recovery procedures.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of computer system analysis and system design; thorough knowledge of the operation and capabilities of current technology; thorough knowledge of the principles and practices of analyzing and documenting systems and procedures; ability to communicate effectively, both orally and in writing; ability to analyze office procedures and determine areas for improvement; ability to oversee the implementation of new systems and procedures; ability to establish effective working relationships with others.

MINIMUM QUALIFICATIONS:

(A)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Computer Networking, Engineering or a closely related field, including or supplemented by nine (9) credit hours in computer science or computer networking **AND** four (4) years of work experience in computer programming, computer networking and systems analysis; **OR**

(B)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** six (6) years of work experience in computer programming, computer networking and systems analysis.

Adopted: 12/17/07
Revised: 08/09/12