

## **ASSISTANT DIRECTOR OF TECHNOLOGY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and technical position that assists in the management of the South-Central Regional Information Center (SCRIC) division of Broome-Tioga BOCES. The work involves establishing, evaluating, and maintaining technology, data and communication systems, and services offered and supported by the South-Central Regional Information Center. The incumbent also provides leadership and supervision for personnel and teams. The work is performed under the general supervision of the SCRIC Director with leeway allowed for the use of independent judgment in carrying out the duties and responsibilities of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in determining the feasibility and potential value of proposed projects;

Makes recommendations regarding priorities, cost and benefit analysis, systems planning, utilization of resources, etc;

Assigns responsibility for projects to staff;

Coordinates projects often involving more than one department;

Assists in evaluating effectiveness of projects under development, existing programs and services;

Issues instructions regarding progress and needed improvements;

Participates in policy development, resource allocation, service level standards, and departmental goals;

Advises in the negotiation of contracts with vendors and third-party consultants;

Participates in the preparation of written information and instructional materials regarding project proposals, plans and programs, and the budget.

Keeps up to date on new developments in the field of information technology.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the purposes, principles, terminology and practices employed in a large, centralized information technology agency;

Comprehensive knowledge of the principles and practices of information technology management;  
Thorough knowledge of hardware and software, including its capabilities and applications;  
Good knowledge of security methods and procedures in an information technology environment;  
Good knowledge of voice communications and its related environment;  
Good knowledge of the principles and practices of management;  
Ability to establish and maintain effective working relationships with stakeholders;  
Ability to plan and supervise the work of subordinates;  
Ability to analyze organizational problems and take corrective action;  
Ability to communicate effectively both orally and in writing;  
Ability to plan and supervise the work of professional, technical and clerical subordinates in a manner conducive to full performance and high morale;  
Ability to express oneself clearly and concisely and to prepare comprehensive and detailed written and oral reports;  
Ability to work independently and creatively with little or no supervision;  
Ability to make professional judgments requiring advanced technical knowledge and skills.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's Degree\* or higher and six (6) years of full time professional work experience in Information Technology, four (4) years of which must have been in a supervisory capacity; OR
- B) Possession of an Associate's Degree\* and eight (8) years of full time professional work experience Information Technology, four (4) years of which must have been in a supervisory capacity; OR
- C) Graduation from high school or possession of an general equivalency diploma and ten (10) years of professional work experience in Information Technology, four (4) years of which must have must have been in a supervisory capacity;OR

D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

**\*NOTE:** Your degree must have been awarded 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 your degree was awarded by an educational institution outside of the United States and its territories, you 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>. You must pay the required evaluation fee.

**SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five years.**