

## DEPUTY DIRECTOR OF INFORMATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position which involves planning, directing and managing the activities of technical personnel. The incumbent will insure consistency of goals, policies and technical procedures with a heavy concentration in network and cyber-security. Activities are performed under the general direction of the Director of Information Services. The Deputy Director acts for and in place of the Director during the Director's absence. The Deputy Director of Information Services does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises, trains and provides assistance to information technology staff;
- Oversees the daily operation and integrity of the network;
- Monitors the performance and effectiveness of network/cyber-security resources;
- Creates Standard Operating Procedures (SOPs) to maintain integrity of network and applications;
- Assists in the planning, development and management of new technology projects and enhancements to existing systems;
- Assists the Director of Information Services in the formulation of departmental policies, plans, and programs;
- Provides technical advice and assistance to department officials in identification and solution of a variety of information technology problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge and understanding of information system concepts and applications; thorough knowledge of network systems, organization and management analysis; thorough knowledge of cyber-security practices; good knowledge of the principles of administrative supervision; good knowledge of local/wide area networking, telecommunications, server and client operating systems; ability to identify, evaluate and convey requirements, designs and operations of application software; ability to work effectively with administrative and management staff; ability to present ideas clearly and concisely, both orally and in writing; ability to plan, organize and supervise the work of a diverse and technical staff; ability to establish and maintain effective working relationships with others; sound judgment; resourcefulness; initiative; tact; physical condition sufficient to perform the essential functions for the position.

### MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree in Computer Science or a related field, and one (1) year of experience managing information systems projects or technology application activities, which shall have been in a supervisory capacity;

OR

- B) Possession of an Associate Degree in Computer Science or a related field, and three (3) years of experience managing information systems projects or technology application activities, one (1) year of which shall have been in a supervisory capacity;

OR

- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience managing information systems projects or technology application activities, one (1) year of which shall have been in a supervisory capacity;

OR

- D) An equivalent combination of training and experience as indicated in A), B), or C).

NOTE: Your degree 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 your degree was awarded by an educational institution outside 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 New York State Civil Service website. You must pay the required evaluation fee.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/27/21

Revised: 9/12/22