DEPARTMENT: **INFORMATION TECHNOLOGY**
CLASSIFICATION: **COMPETITIVE**   **FLSA Status: Exempt/Administrative**
APPROVED: **NOVEMBER 9, 2023**

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level administrative/managerial position that requires a high-degree of technical ability and high-quality interpersonal skills. The work involves directing and coordinating the overall activities of the County Information Technology Department including policies, network, applications, information and system security, disaster recovery, system analysis, and video and alarm security systems. The role will include protecting an organization's information systems, computer systems, networks, telecommunications, and databases from cyber threats, unauthorized access, and security breaches. Responsibilities include assisting the Director of Information Technology with the departmental budget, prioritizing departmental work requests, and management of cybersecurity and security systems. Work is performed under the general supervision of the Director with wide leeway permitted for the exercise of independent judgment in carrying out the duties of the position in accordance with established policies and procedures. The incumbent exercises direct and general supervision over lower-level staff. All work must be performed in a secure and confidential manner. Does related work as required.

TYPICAL WORK ACTIVITIES:
1. Assists the Director with departmental personnel matters (e.g. staffing, supervision and performance appraisal);
2. Assists the Director with department budget, contracts and expenses;
3. May be called upon to perform the duties of the Director of Information Technology in his/her absence;
4. Assists the Director in the development and implementation of departmental policies and procedures;
5. May be assigned special information technology projects by the Director;
6. Confers with county departments in order to exchange information, set priorities, and identify and assess short and long term information technology related needs and goals;
7. Performs feasibility studies of potential projects including the evaluation of alternatives;
8. May recommend enhancements to current systems to better use available technology;
9. Manages the Disaster Recovery Plan and Continuity of Operations Plan;
10. Monitors system security for all operations, infrastructure and maintain all security tools and technology;
11. Monitors internal and external policy compliance and regulation compliance and resolve gaps;
12. Ensures appropriate security controls, standards and frameworks are implemented and maintained;
13. Ensures cybersecurity awareness program is fully implemented and utilized in the organization;
14. Manages, coordinates, and establishes priorities for projects;
15. Acts as liaison with software and hardware vendors in the resolution of problems, and to discuss proposals and procurement for new equipment and products;
16. Designs and oversees the installation of voice, data and video communications as required;
17. Evaluates existing video, alarm and security systems for necessary modifications or upgrades;
18. Oversees projects to ensure that work is performed according to specifications, timetables, and plans and identifies and reports on progress and deficiencies;
19. Operates, monitors, and maintains all surveillance systems in an secure, efficient and confidential manner including recording devices, video equipment and operating controls;
20. Collaborates closely with Information Technology network staff to properly interface security, alarm and video systems to the county network;
21. Utilizes computer applications or other automated systems such as security and system monitoring software, spreadsheets, word processing, calendar, e-mail, database software in performing work assignment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern information technology principles, procedures, and equipment; thorough knowledge of system analysis for application to computerized methods; thorough knowledge of the planning and design of computerized operations; thorough knowledge of information security principles, policies, and practices related to hardware and software systems; good knowledge of the practices of public and business administration and budgeting; good knowledge of advanced electronic security and alarm equipment testing and installation procedures; good knowledge of the design, construction, installation and maintenance of security and alarm system equipment; good knowledge of the tools and terminology associated with security and alarm system procedures and equipment; skill in the use of information technology systems at an acceptable rate of accuracy and speed; ability to plan and supervise the work of others; ability to negotiate and enforce contracts with vendors, ability to establish and maintain effective working relationships; ability to exercise sound professional judgment in evaluating situations, making decisions, and establishing priorities; initiative; resourcefulness; tact; courtesy, maintain the strictness of security and confidentially; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma **and one of the following:**

1. Graduation with a Bachelor's degree in Information Technology or a related field and two (2) years of satisfactory full-time paid experience in Information Technology field including supervision and management of staff; **OR**
2. Graduation with an Associate's degree in Information Technology or a related field and four (4) years of satisfactory full-time paid experience in Information Technology field, two (2) of which must have included supervision and management of staff; **OR**
3. Six (6) years of satisfactory full-time paid experience in the Information Technology field, two (2) of which must have included supervision and management of staff.

SPECIAL REQUIREMENTS:
1. Candidates for appointment will be required to undergo a state and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. . Failure to meet the standards for the background investigation may result in disqualification.
2. Candidates must possess a valid New York State Driver's license and it must be maintained throughout one's employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

NOTE: Degrees 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.