



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Information Technology Business
Administrator**

DATE ADOPTED: 4/10/1985

LAST REVISION: 1/1/25

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the financial operations of an information technology (IT) department, ensuring alignment between fiscal management and IT operational needs. The incumbent will ensure the department's financial responsibilities, including efficient handling of billing, accounts payable, contract processing, and equipment ordering and tracking duties. The incumbent will also perform financial planning, budgeting, and reporting activities for both the computer and central services divisions of the department and will collaborate with technical personnel and department leadership to achieve strategic goals. The class differs from fiscal and business officers in other departments in that it requires the incumbent to have a strong foundation in data processing and information technology concepts, and technical skills. Work is carried out under the general supervision of a higher-level employee. Supervision may be exercised over lower-level personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Participates in the annual budgeting process, assisting the Office of Central and Information Services (OCIS) management with budget planning, preparation, and entry; monitors long-and short-range budget related to department activities to ensure goals are met;
2. Prepares and analyzes financial reports to help monitor and forecast revenue collection, accounts payable, and annual budgets;
3. Collaborates with contractors, vendors and department management to negotiate new agreements; monitors agreements throughout their lifecycle including reviewing for compliance, appropriateness, and adherence to contract activities, and adherence; renews as appropriate, and verifies that vendor invoices and payments are made according to payment schedules;
4. Tracks accounts payable to ensure costs are distributed properly, oversees entries completed by lower-level staff for correctness and timeliness, and prepares accurate projections in order to forecast trends in pricing and research;
5. Keeps up to date on the latest trends in the utility of equipment and related software and services and is responsible for the procurement of countywide IT related equipment, adhering to policies and procedures; conducts cost-benefit analyses for acquisition alternatives;
6. Establishes costing methods and administers and maintains billing system; must have hands-on approach to revenues and should be able to manage resources, as well as research and develop possible untapped revenue streams including applying for appropriate grants;
7. Coordinates with other departments to conduct inter-departmental billing and revenue collection and maximize reimbursement opportunities for the department and the county;
8. Participates in financial planning for application selection, systems development, maintenance, and enhancement.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the principles and practices of financial management, budgeting and budget preparation processes; good knowledge of technology practices, concepts, and terminology; good knowledge of computer operations; ability to develop and maintain billing and collection systems; ability to read and interpret contractual requirements to ensure compliance; ability to procure goods and services following appropriate laws, regulations, policies, and procedures; ability to communicate effectively, both orally and in writing; ability to prepare narrative reports and tabular reports in support of fiscal budget requests; ability to use common productivity software including spreadsheets and word processors; ability to organize large and complex volumes of data; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER:**
- (A) Master's degree in business administration, finance, accounting, information systems, information technology, or a closely related field AND three (3) years of recent full-time paid work experience in business administration or financial management, which included two (2) years in the field of information technology systems and operations;
- OR:**
- (B) Bachelor's degree in business administration, finance, accounting, information systems, information technology, or a closely related field as described in (A) AND four (4) years of recent full-time paid work experience as described in (A);
- OR:**
- (C) Associate's degree in business administration, finance, accounting, information systems, information technology, or a closely related field as described in (A) AND six (6) years of recent full-time paid work experience as described in (A);
- OR:**
- (D) An equivalent combination of education and experience as indicated in (A) through (B).

NOTE: Recent work experience is defined as work occurring within the ten (10) years immediately prior to the date of application.

NOTE: Qualifying work experience in business administration includes activities directly related to financial management of accounts payable, accounts receivable, annual budget preparation, contract management, and procurement. Knowledge of information technology systems and operations includes understanding the terms, concepts, operations, and other activities required to develop, deploy, and maintain modern information technology devices and software for networks, infrastructure, applications, data management, and security.

NOTE: Your degree or college credit 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.



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COUNTY USE ONLY:

BARGANING UNIT/GRADE: CSEA 18		JURISDICTIONAL CLASSIFICATION: competitive	
EEO Category:	FLSA Code: OT Exempt	WC Code:	NYSLRS Job Code:
REVISION HISTORY: 9/1/1989, 7/1/1991 (previously titled Data Processing Business Administrator)			