

COMMISSIONER OF CENTRAL AND INFORMATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is a County Charter department head that reports directly to the County Executive. The position is charged with responsibility for overseeing information management systems, telecommunications, central services and a broad range of shared support services within OCIS and other county departments. The work involves a strong commitment to marketing and developing efficient and effective shared services with other municipalities and agencies in the County. A major focus of the position involves the implementation of new and improved web based services, linking the County with the public, local businesses, and other agencies. The incumbent assumes full administrative duties and/or oversight in areas such as strategic planning, departmental organization, business administration, technology directions, infrastructure and software purchase, budgeting, service contracting and pricing, and personnel development. In addition, the position represents the County's technology interests at regional and national organizations.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are 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. Develops and implements strategic direction for the Department of Central and Information Services, including information management systems, e-government services, geographic information system development, telecommunications, and business support services;
2. Oversees the business administration functions including budget development, tracking and billing;
3. Directs information management staff in formulating projects to address the needs of County departments; prioritizes multiple concurrent projects and ensures project schedules are met;
4. Works with the Director of Central Services to develop and implement policies that provide efficient and effective business support services for County departments and associated outside agencies and municipalities;
5. Meets with municipalities and other agencies to assess their information management and operational needs and develops business plans and contracts where the County can provide such services;
6. Oversees negotiations with vendors for the purchase or lease of equipment and software; writes requests for proposals and oversees contract administration;
7. Oversees personnel administration including staff selection, evaluation and training;
8. Monitors and reports to the County Executive on the effectiveness of the use of information technology resources, progress in implementing information technology plans, and on opportunities to improve services and efficiency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current information management principles, practices and technologies sufficient to both serve the needs of a diverse County government and to link it to other municipalities, agencies, businesses and the public through shared services, on-line government and electronic commerce;

Knowledge of current telecommunication principles, practices and technologies in order to effectively establish and maintain communications within County government and with the general public;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of current business support principles, practices and technology sufficient to understand and direct the efficient and effective delivery of such services to the County and associated municipalities and agencies;

Ability to work effectively with a wide variety of individuals, including department heads and municipality leaders;

Ability to quickly learn and assess the basic operations of a wide variety of agencies and government programs;

Ability to keep abreast of technological changes and developments in information management and telecommunications;

Ability to evaluate and incorporate new technological developments in an efficient and economical manner;

Ability to effectively manage a broad range of projects;

Ability to delegate responsibility for projects and effectively monitor their progress through assigned staff;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited New York State registered university with a Bachelor's degree in computer science, information systems or a related field is preferred; but not required. Twelve (12) years of progressively responsible full time work experience in the field of Information Systems and Services with a strong business or public administration background; six (6) of which should be at mid-to-upper management of a large computer services operation. The incumbent must have experience with strategic planning, large scale project management and concurrent supervision of multiple teams.

SPECIAL REQUIREMENT:

Possession of a valid Driver License for appointment and to maintain position.

ADOPTED: 3/16/2016