DIRECTOR OF INFORMATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly technical and managerial position involving responsibility for the operation of the school district's mini-computer system. The responsibilities of the incumbent will range over a wide variety of activities related to the management, operation and maintenance of the software and hardware components of the district's mini-computer system. This position deals with a broad range of duties, such as systems analysis, systems management, project coordination, computer operations and programming. Work is performed under the general direction of the School Business Manager or another administrator with wide leeway allowed for setting policies and priorities within previously discussed goals. May supervise clerical personnel.

TYPICAL WORK ACTIVITIES:

1. Responsible for backing up the system on a daily basis;
2. Performs systems programming on the district's mini computer in support of the installation and maintenance of the system's software and operating system;
3. Reviews requests for new applications or internal programs to determine compliance and compatibility with operational procedures;
4. Evaluates and recommends new or existing hardware and software based on user requirements and operational capabilities and performance;
5. Evaluates all software and hardware malfunctions or failures, diagnoses problems and proposes alternative solutions;
6. Performs all systems documentation for the operating system and system's software;
7. Provides assistance in identification and solution of applications problems in user departments;
8. Establishes program priorities and project deadlines;
9. Coordinates and assists in the planning and formulation of long-range and short-range goals;
10. Confers with department heads and administrators, evaluates their needs, and provides technical advice on electronic data processing utilization for their functions and problem solutions;
11. Participates in and oversees the conduct of detailed methods and systems analyses of departmental operations for the purpose of applying electronic data processing methods;
12. Provides continuing technical assistance to system users and may train users;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the current principles, practices, methods, capabilities and techniques of high speed electronic data processing, including the software and hardware components of multi-user mini computer systems; good knowledge of operating systems, subsystems and systems programming for mini computer systems; working knowledge of the principles and techniques used in system analysis and design; ability to diagnose hardware, software and operating system problems; ability to perform applications and systems programming using RPGI language; ability to communicate effectively both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and:

EITHER: (A)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in data processing, computer science or equivalent, <u>AND</u> two (2) years of full-time paid work experience as a programmer or systems analyst, one (1) year of which must have included performing systems programming;

OR: (B)   Graduation from a regionally accredited or New York State registered community college with an Associate's degree in data processing <u>AND</u> four (4) years of full-time paid work experience as a programmer or systems analyst, one (1) year of which must have included performing systems programming;

OR: (C)   An equivalent combination of training and experience as indicated in (A) and (B) above..