

NOTICE OF UPCOMING JOB OPENING

TITLE: **DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS**

NUMBER OF VACANCIES: One (1)

PAY RANGE: \$90,000 annually

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative/managerial position responsible for the directing and coordinating of overall activities of the Management Information Systems department, including system analysis, programming and systems operations. The incumbent manages and coordinates the development, coordination, implementation and administration of information technology projects or enhancements of an existing system and establishes priorities for complete life-cycle of projects including planning, design, programming, testing and implementation of business solutions designed to meet requirements of various departments. Responsibilities include designing project plans which identify needs and define major tasks and milestones based on scope, resources, budget and personnel; determining project needs and acquires resources required for the success of the project; coordinating the development of new systems and/or application projects, the modification of existing systems or applications, or changes in current methods or techniques; and coordinating project performance with the other work of the affected department. Leeway is permitted for the exercise of independent judgment in carrying out the duties of the position. Direct supervision is exercised over assigned staff. General supervision is received from the City Administrator. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern information technology principles, procedures and equipment; thorough knowledge of current innovations and technology in information systems; thorough knowledge of system analysis for application to computerized methods; thorough knowledge of the planning and design of computerized operations; good knowledge of the principles and practices of public administration and budgeting; good knowledge of the components of a technical environment, i.e. network hardware and software, service applications, etc.; computer programming skills; skilled in the use of information technology systems at an acceptable rate of accuracy and speed; ability to negotiate and enforce contracts with vendors; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities; ability to coordinate multiple initiatives simultaneously; ability to express oneself clearly and concisely, both orally and in writing; ability to plan, compile and prepare comprehensive statistical and narrative reports; thorough knowledge of the planning and design of machine operations; good knowledge of the practices of business administration; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Computer Technology, Information Sciences or Technology, Management Information Systems, Information Resource Management, Computer Programming or related field and two (2) years of full-time paid experience in the supervision, installation and/or programming of microcomputer hardware and software and the configuration and administration of local and wide area networks, including the coordination and implementation of information technology projects;

OR:

- (B) Graduation from a regionally accredited New York State registered college or university with an Associate's degree in Computer Science, Computer Technology, Information Sciences or Technology, Management Information Systems, Information Resource Management, Computer Programming or related field and four (4) years of full-time paid experience in the supervision, installation and/or programming of microcomputer hardware and software and the configuration and administration of local and wide area networks, two (2) years of which must have included the coordination and implementation of information technology projects;

NOTE:

At least two (2) years of appropriate experience as defined in (A) and (B) is required; additional education beyond a Bachelor's degree cannot be substituted for the required two (2) years' experience