

DIRECTOR OF CENTRAL DATA PROCESSING

D022
NC
JG XVII
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves the directing and coordinating of the overall activities of the County Data Processing Division, including systems analysis, programming, and computer operations. This is a high-level administrative/managerial position which involves a high degree of technical ability as well as interpersonal skill. General direction is received from the County Executive or Deputy County Executive. Direct supervision is exercised over professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs, and implements a program involving the use and deployment of County data processing equipment;
Directs the production of reports; establishes a priority system for projects, and allocates operating time of computer systems;
Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods;
Consults with department heads on data processing needs; evaluates and coordinates new applications or modifications;
Maintains continuous control of all activities through management reports and direct supervision;
Consults with County Executive or staff on program's progress, recommendations and evaluation;
Maintains departmental reports and records; personnel records and files; compiles budget; requisitions supplies and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern data processing principles, procedures, and equipment; thorough knowledge of systems analysis for application to machine methods; thorough knowledge of the planning and design of machine operations; good knowledge of the practices of business administration; ability to plan and supervise the work of others; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and seven (7) years experience in computer programming and/or systems analysis, three (3) years of which must have been in a supervisory position; or:
- B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Data Processing and nine (9) years experience in computer programming and/or systems analysis, three (3) years of which must have been in a supervisory position; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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