**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **COORDINATOR FOR INFORMATION TECHNOLOGY**
Jurisdictional Class: Competitive
Civil Division: All Civil Divisions
Adoption: CSM   02/18/2000
Revised: CSM   09/14/05; 08/13/08

DISTINGUISHING FEATURES OF THE CLASS:

This is a senior level managerial position. The incumbent will need to maintain the highest level of confidentiality to maintain the integrity of the department or agency that is assigned by the appointing authority, official or administrator for project development. The work involves responsibility for overall planning, budgeting, directing and coordinating the use of a variety of computer platforms, software applications, wide and local area networks and telecommunications to remote sites on a county wide basis. Incumbent will perform departmental leadership under supervision of the highest levels of administration of the municipality or district. The incumbent will influence information technology policy and standards and supervise a team (group) of significant size and scope. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

In county government only:
Leads and directs inquiries for the appropriate legislative committees including the GIS Committee and Inter
      -municipal GIS Coordinating Body to determine the needs of the organization in the information
      technology area;
For all jurisdictions:
Evaluates the needs and assists in the selection and implementation of platforms, hardware and software for
      systems integration;
Leads and directs evaluation of various information technologies systems;
Coordinates and supervises in the development of specific plans for the design of application and data
      needs;
Recommends purchase of major systems (hardware and software) to meet the needs of users. (Purchases
      may involve capital planning recommendations);
Recommends policies and regulations for computer purchases, use and applications;
Develops and administers information technology budget by evaluating user requirements, mandated items,
      current and anticipated resources, and information technology objectives;
Prepares grant applications to assist county, school, special districts and other municipal agencies with
      funding sources for information technology development;
Plans, directs and recommends training of agency staff and users in appropriate skills;
Advises administration and governing boards on changes in technology;
Prepares reports and presentations for officials and administrators regarding the information technology
      mission of the agency;
Evaluates and recommends information technology needs of departments for staffing and contractual
      purchases and otherwise supports departmental managers in developing information technology in
      support of the organization;
Supervises Information Technology staff hiring and evaluation, and ongoing projects to maximize staff
      productivity;
Incumbent performs related work as assigned by the assigned administrator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern information processing systems technologies;
Knowledge of planning and design of computer technology systems to meet organizational and user needs;
Ability to analyze strategic problems and lead the organization to appropriate solutions;
Ability to plan and supervise the work of others;
Ability to establish and maintain working relationships with others;
Ability to communicate ideas clearly, both orally and in writing;
Ability to organize complex data into distinct components; to analyze information and to draw logical
        conclusions;
Ability to exercise discretion and sound judgement;
Initiative and resourcefulness;
Physical condition commensurate with the demands of the position including ability to work successfully in
        the environment of constant change.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and

(A) Graduation from a regionally accredited or New York State college or university with a Master's Degree in Computer Science, Information Resource Management, Planning, Public Administration, Business Administration, Business Management or related field and 5 years experience involving information systems design and implementation; 3 years of which shall have been in a supervisory / managerial capacity, 2 years of which must specifically be with the direct supervision of people; OR

(B) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Computer Science, Information Resource Management, Planning, Public Administration, Business Administration, Business Management or related field and 6 years experience involving information systems design and implementation; 4 years of which shall have been in a supervisory / managerial capacity, 2 years of which must specifically be with the direct supervision of people; OR

(C) Graduation from a regionally accredited or New York State college or university with a Associate's Degree in Computer Science, Public Administration, Business Administration, Telecommunications, or closely related field and 8 years of experience involving information systems design and implementation, 6 years of which shall have been in a supervisory/managerial capacity, 2 years of which must specifically be with the direct supervision of people; OR

(D) 12 years of experience involving information systems design and implementation, 7 of which shall have been in a supervisory/managerial capacity, 2 years of which must specifically be with the direct supervision of people; OR

(E) An equivalent combination of experience and training as outlined in (A), (B), (C) and (D) above.