

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSISTANT DIRECTOR OF SYSTEMS INTEGRATION **GRADE:** 23

TITLE ABBREVIATION: ASST DIR OF SYST INT **TITLE NO.:** 6078

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** PR

DEPARTMENT: INFORMATION TECHNOLOGY SERVICES

NATURE OF THE WORK: This is an important managerial and technical position responsible for the network administration and security for all County systems and for the installation and maintenance of County databases. Develops system configurations and selects software, hardware and databases to meet County needs.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one position class in the competitive classified service. The position has responsibility for system capacity, security and service levels of all related computer hardware, software and databases. In addition, the incumbent is responsible for the efficient functioning of network and telecommunications systems. The work is performed under general direction of the Director of Systems Integration and direct supervision is exercised over the technical resource personnel. Incumbent may be required to work evenings and weekends.

TYPICAL DUTIES AND TASKS:

Conducts feasibility studies and estimates hardware, software and network costs and upgrades;

Performs needed analysis to maintain optimum performance levels on all platforms; monitors efficiency of hardware, software, database and network infrastructure and security;

Supervises, schedules and plans assignments for technical support staff;

Coordinates, designs, implements and maintains all communication network configurations (local and wide area networks) and related hardware and software;

Coordinates on-going technical support projects including database technologies and administration issues between developers and technical support staff;

Prepares and coordinates short and long term installation plans for all technical projects;

Prepares technical assessments of applications and vendor software products; makes recommendations on purchases;

Provides technical assistance and information on detailed programming scripts and databases essential to completion of projects;

Resolves problems involving server and/or network software or hardware;

Plans, assigns, supervises and evaluates the work of all technical support staff to ensure project completion and staff training requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the functions and capabilities of the County's computer systems; comprehensive knowledge of current vendor supplied system software and ability to identify features and limitations; thorough knowledge of the methods of logical deduction and ability to analyze qualitative and quantitative data; thorough knowledge of database logical design and physical design and structured query language; thorough knowledge of the features and limitations of applicable languages and of system utilities covering system support software; thorough knowledge of documentation procedures, testing criteria and security procedures; thorough knowledge of system design concepts for networking in a LAN/WAN environment; thorough knowledge of file structures and designs, relational databases, information retrieval techniques, file access methods and controls and development and documentation of data processing standards; ability to modify vendor software to installations needs; ability to design and implement custom software; ability to analyze and correct hardware/software and database malfunctions; ability to supervise and instruct subordinates; ability to prepare instructional material; ability to train personnel in areas of system support software; ability to communicate clearly and effectively both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree, or higher, in Computer Science or related field and two (2) years experience as a local and wide area network administrator, one (1) year of which must have been in a supervisory position; OR
- (B) Associate's Degree in Computer Science or related field and four (4) years of experience as defined in (A) above, one (1) year of which must have been in a supervisory position; OR
- (C) Possession of a Microsoft Certification and three (3) years of experience as defined in (A) above, one (1) year of which must have been in a supervisory position; OR
- (D) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience as defined in (A) above, one (1) year of which must have been in a supervisory position.

NOTE: Possess and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 04/04/24