

**ORANGE COUNTY  
MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF APPLICATION SERVICES **GRADE:** 25

**TITLE ABBREVIATION:** DIR OF APPLICATIONS **TITLE NO:** 563360

**JURISDICTION:** C **SALARY CODE:** 03 **UNIT:** M **EEO CODE:** OA **FLSA CODE :** AD

**DEPARTMENT:** INFORMATION TECHNOLOGY SERVICES

**NATURE OF THE WORK:** This is a managerial and technical position responsible for the short and long range planning for the development and -support of the County-wide information technology application systems. The work involves responsibility for coordinating, scheduling, and supervising all application programming and support activities within the Information Technology Services Department. The employee is responsible for creative solutions to meet user and application requirements through software development and/or software acquisition and support.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class in the competitive classified service. Duties are performed under the general supervision of the Chief Information Officer and Deputy Chief Information Officer of Information Technology Services. Work is performed with wide leeway for the independent judgment in carrying out the assigned duties. Supervision is exercised over technical and support staff including consultants. Does related work as required.

**TYPICAL DUTIES AND TASKS:**

Works with the Chief Information Officer to identify, develop, implement and manage County-wide application strategies;

Works with County department heads to define and analyze application system needs;

Conducts short and long term planning for needed application systems;

Assigns work, trains, and directs activities of staff;

Develops and monitors adherence to standards and procedures; revises as necessary;

Manages the daily performance and operation of supported applications;  
Prepares reports as required;

Attends training, demonstrations, and seminars to keep abreast of on-going technical changes and advancements of industry applications;

Collaborates with other departments to coordinate their application activities with those of the Information Technology Service Department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of computer processing systems, principles, and methods of application; Good knowledge of the principles and practices of supervision; Good knowledge of the principles and practices of project management; Ability to plan and supervise the work of technical staff subordinates in a manner conducive to full performance and high moral; Ability to establish and maintain effective working relationships with staff and officials; Ability to develop, evaluate and adjust informational technology services to meet client needs; Ability to express one's ideas clearly and concisely and to prepare comprehensive and detailed written and oral reports; Ability to analyze and evaluate current application systems and strategically plan for future upgrades and growth.

- A. Bachelor's Degree\*, or higher, in Computer Science, Information Systems or a closely related field and six (6) years of professional level experience in programming and systems analysis, and three (3) years of which must have been in a supervisory capacity; OR
- B. Associates Degree\* in Computer Science, Information Systems or a closely related field and eight (8) years of experience as defined in (A) above, three (3) years of which must have been in a supervisory capacity; OR

**\*Your degree 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 was 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.**

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

Adopted 06/15/24