

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF SYSTEMS INTEGRATION **GRADE:** 25

**TITLE ABBREVIATION:** DIR SYST INTEGRATION **TITLE NO.:** 6353

**JURIS.CL:** C **SALARY CODE:** 03 **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 implementation of County-wide application computer systems, network administration and security. The incumbent also coordinates Help Desk Services and Geographical Information Systems Division in the Orange County Department of Information Technology Services.

**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. Work is performed with wide leeway for the independent judgment in carrying out the assigned duties. Supervision is exercised over a staff of technical and support staff.

**TYPICAL DUTIES AND TASKS:**

Works with the Chief Information Officer to develop and manage Systems Integration operating budgets;

Works with County department heads to define system need analysis;

Conducts short and long term planning for needed computer systems;

Hires, trains, assigns work and directs activities of staff;

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

Meets with vendors to discuss requirements proposals, problems and application of new equipment or systems;

Manages the daily operation of the computer data centers, the helpdesk facility, and the GIS operations;

Prepares reports as required;

Manages the selection, implementation and maintenance of Servers, communication hardware and related software;

Attends training, demonstrations, and seminars to keep abreast of on-going technical changes and advancements in computer network technologies.

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

Thorough knowledge of systems development, computer operations systems; thorough knowledge of mainframe, client server environments and LAN/WAN networks; thorough knowledge of standards and procedures related to systems integration; thorough knowledge of office automation and computer languages; ability to analyze hardware and software packages; ability to plan, direct and supervise the work of others; ability to communicate effectively orally and in writing with users, vendors and technical personnel; initiative; resourcefulness; good judgment; tact; 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 four (4) years experience in systems development or programming, two (2) years of which must have been in project management or a supervisory capacity; OR
- (B) Associate's Degree\* in Computer Science or related field and six (6) years experience as defined in (A) above, two (2) years of which must have been in project management or a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years experience as defined in (A) above, two (2) years of which must have been in project management or a supervisory capacity; OR

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

\*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.