

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Information Technology Officer

TITLE #: 1346

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position for a municipal Information Technology Department with responsibility for the efficient functioning of various computer networks, peripheral components and infrastructure integrity. The incumbent has full and direct access to all sensitive and confidential information stored in various computer system records, databases, telecommunication equipment, recording devices and radio equipment. The incumbent is responsible for ensuring and maintaining the security and confidentiality of data files, computer system workstations and servers. Work is performed under the general direction of the Chief Information Technology Officer with leeway allowed to exercise independent judgment in performance of duties and responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in analyzing, reviewing, developing and implementing plans and procedures to streamline and make more efficient governmental processes and functions;
- Plans, configures and maintains various networks, computer and peripheral components and infrastructure integrity;
- Maintains, configures and enforces network security, group policies, antivirus policies and disaster recovery policies;
- Develops, implements and maintains Internet, Intranet and Extranet infrastructure and content;
- Assists in the establishment and implementation of long term planning goals and strategic objectives;
- Acts as project manager for various information technology activities and other special projects;
- Conducts research and review of information technology products, practices, and trends;
- Prepares written reports, recommendations, confidential reports, and status reports;
- Operates and maintains user help desk support;
- Attends meetings, seminars and workshops;
- Performs other duties as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of information technology field including software operating systems, hardware and servers; good knowledge of municipal government; ability to analyze data and to formulate recommendations; ability to follow directions; ability to present ideas clearly and effectively both orally and in writing; ability to work well with others; ability to communicate technical advice to users; ability to establish and maintain good working relationships and trust; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Computer Science, Information Technology, Information Systems, or related field; OR
- (B) Completion of 60 college credits from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees and two (2) years of work experience installing and evaluating data processing systems for government or private industry application; OR
- (C) Graduation from High School or possession of a high school equivalency diploma with four (4) years of work experience as defined in (B) above.

NOTE: Must possess and maintain a valid driver's license.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE TOWN OF NEW WINDSOR: At time of appointment, candidates for positions in the Town of New Windsor will be required to undergo a State and national criminal history background investigation which will include a fingerprint check. Failure to meet the standards for the background investigation may result in disqualification.

REVISED: 08/08/18 dc