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Job Specification

ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

DEFINITION

Under the direction of a supervisory official, assists in the planning, directing, managing and effective utilization of Information Technology resources within the local government agency; is responsible for advising and assisting in various Information Technology (IT) operational areas, such as the IT strategic planning and policy formulation, applications development, database management, network infrastructure, systems management and support, and telecommunications; ensures that the applications development and maintenance operations, telecommunications, computer and network systems are managed cost effectively, according to goals and budget, to meet the needs of end users and the public; does other related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists in the development and implementation of policies, standards, practices, and procedures relating to applications development and maintenance, and/or network infrastructure.

Evaluates requests for application development, network infrastructure, and telecommunications for the local government agency, including equipment, software, personnel, consulting services, information processing and data storage services.

Establishes work standards, schedules, and priorities for projects within the assigned Information Technology area.

Directs and manages employees in the applications development and/or the network infrastructure functional areas of the Information Technology department and ensures that employees are adequately trained to perform their specific duties.

Directs on-going customer service and planning activities to ensure continued awareness of current trends and direction of the local government agency's operations towards the effective development of systems, applications, and network infrastructure.

Provides input to the determination of the advisability, acquisition and use of specific system hardware and software packages.

Participates in the development and interpretation of policies pertaining to the Information Technology organizational unit.

Oversees the planning process of matching workloads requirements of both equipment and personnel to available resources, and requests additional short and long term resources where necessary.

Reviews quantitative and qualitative measures of organizational performance compared to service agreements and current objectives, leading to corrective action where necessary.

Develops mutually agreed upon goals with supervisors working within the functional area, and monitors results on a regular basis to assure prompt feedback and progress on assigned work programs.

Plans and organizes the work of the organizational unit and assigns, supervises

and evaluates the work of subordinates; recommends the hiring, termination, promotion, demotion and/or discipline of employees in the unit assigned.

Manages internal and external interfaces, where appropriate, and under administrative guidance, may negotiate priorities and commitments of the Information Technology Department with other local government agency departments.

Manages the budget allocated to the assigned functional area in an efficient manner.

May make recommendations on IT budgets.

Maintains an awareness of state-of-the-art developments in hardware and Vendor-supplied software and maintains contacts with vendor and professional societies of the technology area assigned.

Maintains knowledge of related emergent technologies and evaluates vendor products for potential use within the local government agency.

Directs the establishment and maintenance of essential records, reports and files.

Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related unit.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Six (6) years' experience in work involving the administration of information processing, telecommunications management, computer operations, and system development in a multiplatform/multi-user environment. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: A Master's degree in a related field may be substituted for one year of non-supervisory experience.

NOTE: Applicants who do not meet the above educational requirement may substitute additional work experience as described on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of information processing, management theory, administrative principles and practices, techniques, including organizational structure, staffing requirements, and administrative controls.

Knowledge of the implementation of applications development and network infrastructure strategies at an enterprise-wide level, over multiple hardware and software platforms.

Knowledge of system development life cycle.

Knowledge of information processing and telecommunications equipment, and their selection and applicability to the different Local Government Agency departments.

Knowledge of the management of network systems.

Knowledge of the broad spectrum of information technologies including systems hardware, software, and peripheral equipment.

Knowledge of program development and evaluation techniques.

Knowledge of administrative planning and scheduling techniques such as network analysis, PERT, or Gantt charts.

Knowledge in the effective and efficient development of enhancement of Application and Network Infrastructure within established timelines and budget.

Knowledge of the management of a complex, networked computer operational environment including facilities, personnel and budget requirements.

Knowledge of the procedures and techniques involved in analyzing existing information technology of telecommunications equipment applications and the degree of utilization.

Knowledge of principles and techniques of resource allocation.

Knowledge of budgeting methods and principles.

Knowledge of management information processing systems.

Knowledge of computer terminology involving mainframes and personal computers.

Knowledge of information requirements involving systems analysis.

Knowledge of information processing logical design.

Knowledge of methods for conducting feasibility analysis.

Knowledge of disaster of data recovery techniques.

Knowledge of batch system design.

Ability to establish goals and set priorities.

Ability to schedule and organize work activities for others.

Ability to coordinate work activities which impact on other organizational units.

Ability to write information in an organized format.

Ability to identify problems in the administration or coordination of programs, plans or projects.

Ability to resolve problems in the administration or coordination of programs, plans, or projects.

Ability to comprehend, interpret, and evaluate relevant information from various types of source materials.

Ability to synthesize facts to reach logical conclusions.

Ability to make appropriate inferences and deductions based on various types of source materials.

Ability to apply laws, rules, or regulations to given situations.

Ability to read and interpret laws, rules, and regulations.

Ability to develop work productivity forecasts and projections.

Ability to follow flow charts.

Ability to determine the effectiveness of information processing systems.

Ability to identify problems involving system design.

Ability to present and articulate recommendations to both highly technical and non-technical audiences.

Ability to prepare clear, sound, accurate and informative statistical, financial and other factual reports containing findings

Ability to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00478@		L	C		N/A	34		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

4/30/2016
