

CLASS SPECIFICATION FOR  
**Assistant Director of Information Technology**

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**GENERAL STATEMENT OF DUTIES:** Assists the Director of Information Technology in the management and administrative oversight of the County's central information technology/data processing agency, with responsibility for strategic planning, policy formulation, financial administration/budget, system/network security, and supervision of the department's staff, day-to-day operations and activities; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class assists the Director of Information Technology in providing direction and leadership to staff in the administration and coordination of all data processing, information systems, network and related technology systems and activities in the County. Supervision is exercised over various levels of professional and non-professional staff, and the employee manages and coordinates the day-to-day operations and activities of the agency, including personnel and financial matters. General supervision is received from the Director of Information Technology, in whose absence the incumbent serves as Acting Director.

**EXAMPLES OF WORK** (illustrative only):

- Assists in formulating and implementing policies for present and future information systems activities;
- Oversees the development and monitoring of the agency's annual fiscal plan;
- Coordinates the day-to-day operations of the agency, which include scheduling and personnel matters, supplies and equipment and space and facility management;
- Assists the Director in developing, implementing and managing an integrated County-wide system of data processing/information systems and networks affecting all operating departments (including Schools);
- Assists in planning the acquisition, installation and upgrading of information/related technology systems and networks in the County;
- May assist in reviewing information systems/technology activity costs and effectiveness, recommending changes where indicated;
- Designs and implements research and development activities in the area of data processing and information systems;
- Oversees the development of effective in-house training programs to attract, retain, and motivate competent personnel;
- Attends County, staff, policy and community organization meetings as needed and as directed to represent the agency and to speak to matters relating to the agency's mission and directives;
- Makes public presentations;
- Develops and maintains good public relations with all agency heads, vendors, suppliers and other information technology managers in business and industry;
- Serves as acting head of the agency in the Director's absence;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of the principles and practices of data processing/information systems and their practical application; solid familiarity and experience in working with all types of commonly used and applied information systems/network technology and equipment; considerable knowledge of financial administration and employee management; proven organizational skills; skill in public speaking and the ability to make effective and persuasive public presentations; proven leadership and team-building skills; skill in negotiation and the ability to secure the cooperation of diverse groups of users and customers; ability to plan, coordinate, control and evaluate long-term projects; considerable knowledge of local government organization, philosophy and culture; good analytical skills; ability to supervise effectively; ability to establish and maintain good working relationships with other County officials, employees and the public; good professional judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in data processing/information systems, mathematics, business administration, public administration or a related field and five (5) years of progressively responsible experience in information systems management and administration, three (3) years of which must have been in a supervisory or managerial position; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.