DEPUTY CHIEF INFORMATION TECHNOLOGY OFFICER
(Bronx County District Attorney)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under executive direction, exercises policy and administrative responsibility for the planning and design of department-wide computerized information systems; consults with the Chief Information Technology Officer, District Attorney and Executive Team, in the planning and determination of priorities for all information systems development activities supporting the Bronx County District Attorney (BX DA); produces and monitors the information systems plan for the agency, manages the central information technology facility, approves all hardware and software acquisitions.

Examples of Typical Tasks

Responsible for the formulation of policies relating to the development of integrated management information systems, keyed to meeting the total information processing requirements of the BX DA. Formulates policies governing management planning and information technology services, which includes the development of expansions, modifications, and the introduction of information technology applications within the various operations of the BX DA. Writes the BX DA information systems plan and oversees implementation of same.

Directs implementation of standards and procedures related to the development of all management information systems, including the development of procedures for initiating and implementing requests and assigning priorities for systems development, feasibility studies, project planning, status reporting and control; the development and documentation of standard forecasting techniques for use in determining present and future work-loads, resource requirements and schedules; the development of techniques and standardized procedures for defining and structuring an integrated data-base.

Conducts studies related to the development of specifications for computer hardware and software needed to support office/ bureau operations; forecasting workloads and system-programming resource requirements to develop related schedules, particularly regarding interfacing and upgrading existing procedures; evaluating present and future planning; and analyzing proposals for information technology services with outside corporations.

DEPUTY CHIEF INFORMATION TECHNOLOGY OFFICER (continued)
(Bronx County District Attorney)

Examples of Typical Tasks (continued)

Oversees activities related to the implementation of information systems projects, ensuring adherence to time schedules for project completion and initial goals and objectives

Establishes and maintains a liaison at the highest levels with local, state and federal agencies; provides advisory services in computer information systems to executive staff; attends executive meetings to determine the relationship of BX DA policies and objectives to the information technology functions of the organization.

Responsible for the implementation of sophisticated and comprehensive data base technology, which includes data-base software, data dictionaries and data libraries. This function involves interfacing with all system development users in the construction and design of databases and training applications development staff.

Responsible for the recording and analysis of all data collected by BX DA to establish a comprehensive dictionary of information needs and reduce redundant data collection.

Responsible for the development of formal documentation standards for all systems users; the development of systems design guidelines; the development of telecommunications guidelines; the creation and monitoring of computer security standards for all locations within the Department.

Responsible for all computer hardware purchases and the study of future needs in hardware requirements, ensuring hardware compatibility for all system users.

Responsible for design and implementation of all required project control plans to ensure uniformity and standard formats for each new major development activity received from information technology users; responsible for the preparation of periodic status reports.

Responsible for the review of and exercises subsequent control over contracts for outside consultant support; reviews recommendations for proprietary software systems to determine their productivity; expands capabilities in on-line reporting and debugging aid software to bring BX DA's information technology capabilities to a current state-of-the-art level.

DEPUTY CHIEF INFORMATION TECHNOLOGY OFFICER (continued)
(New York County District Attorney)

Examples of Typical Tasks (continued)

Coordinates development of computer systems throughout the Department.

Exercises direct management over BX DA information technology personnel, annual budget, and equipment.

Monitors and controls all information technology equipment inventories.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of satisfactory, full-time progressively responsible experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks, at least 18 months of this experience must have been in an executive, managerial, administrative, or supervisory capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties.

2. A four-year high school diploma or its educational equivalent approved by a state's department of education or recognized accrediting organization and eight years of experience as described in **"1"** above, including the 18 months of experience in an executive, managerial, administrative or supervisory capacity as described in "**1"** above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.