

DEPUTY COMMISSIONER OF IT

General Statement of Duties and Responsibilities

This is a management class of positions. Incumbents perform related work. Under administrative direction of the Commissioner / Agency Head or designee, with full latitude for the exercise of independent initiative and judgment, has primary responsibility for the activities of a major division or bureau of the agency.

Works closely with the Commissioner / Agency Head or designee to conduct oversight reviews and modify the delivery of IT programs in order to meet agency targets.

Develops and promulgates IT policy to further the agency's mission.

Provides executive direction to an agency's information technology programs.

Initiates and/or manages complex action entailing the coordination of multiple agency divisions, governmental agencies, and community groups.

Develops and implements division or bureau strategic IT plans ensuring consistency with the agency's mission.

Directs the work of executive, managerial, professional, technical and support staff responsible for the operations of the IT division or bureau, including the establishment of short and long term plans, setting goals, objectives and priorities, allocating resources, including personnel, for the most effective utilization, and establishing and maintaining organizational controls. Coordinates the activities of the division or bureau with other organizational units within the agency, as necessary.

Represents the Commissioner / Agency Head or designee at meetings and conferences concerning IT policy and operational issues and agency activities. Performs liaison functions relating to the operations of the agency with Federal, State, local and City agencies.

DEPUTY COMMISSIONER OF IT (continued)

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

Participates in the formulation and implementation of the agency, division or bureau policies and recommends changes in IT policies and procedures as deemed necessary.

Performs related duties at the request of the Commissioner / Agency Head or designee.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of progressively more responsible, full-time, satisfactory 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 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; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience as described in "1" above.

Direct Lines of Promotion

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