NASSAU COUNTY

SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : INFORMATION TECHNOLOGY
　　　　ASSISTANT MANAGER
Code: 030275 BWR
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Competitive

GENERAL STATEMENT OF DUTIES
Assists in managing an information technology program; performs related duties as required.

COMPLEXITY OF DUTIES
Under administrative direction, the duties require the exercise of considerable independent judgment in assisting in coordinating, organizing, and directing technical subordinates engaged in all aspects of information technology.

TYPICAL DUTIES
* 1. Assists in responsibility for the planning, development, and management of the staffing, equipment, facilities and procedures for all aspects of information technology, including, but not limited to, programming, personal computer user support, network administration, data and/or telecommunications, systems analysis, website development, and database management.
* 2. Assists in responsibility for the design, programming, implementation, generation, and maintenance of all software systems.
  3. Assists in responsibility for the design, programming, implementation, generation, and maintenance of all computer hardware to be used.
  4. Assists in responsibility for all network design, installation, configuration, and maintenance.
  5. Assists in responsibility for managing and upgrading all network operating systems.
  6. Assists in responsibility for the implementation, upgrading, and management of all networks, including current operating systems.
* 7. Assists in responsibility for the design, programming, and implementation of all informational databases.
* 8. Assists in determining the need for, and selects and insures the installation of all information technology equipment.
  9. Assists in establishing guidelines to determine feasibility, priorities, logic, and economics for the optimum use of information technology program.
  10. Assists in developing and establishing budgeting, accounting, cost, and utilization schedules, procedures, records, and reports for information technology systems and programs.

*ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
  1. Considerable knowledge of the principles, practices, and procedures of personal computer user support.

2. Considerable knowledge of the principles, practices, and procedures of network administration.
3. Considerable knowledge of the principles, practices, and procedures of data and/or telecommunications.
4. Considerable knowledge of the principles, practices, and procedures of network design.
5. Considerable knowledge of the principles, practices, and procedures of website management.
6. Considerable knowledge of the principles, practices, and procedures of database management.
7. Ability to insure proper repair of microcomputer equipment.
8. Ability to plan, coordinate, train, and supervise the activities of subordinate staff.
9. Ability to establish operational priorities and to implement divisional policies.
10. Ability to establish and maintain effective working relationships with associates and subordinates.
11. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS
Training and Experience
1. Bachelor's degree from a regionally accredited or New York State registered college or university, including or supplemented by eighteen (18) credits in a computer field
and
Four years of satisfactory, paid experience performing systems analysis or design, systems programming, programming, network design or website development, or installing and/or maintaining networks and their operating systems, including two years of experience installing and/or monitoring and maintaining networks and their operating systems, and two years supervising technical subordinates;
or
2. Bachelor's degree from a regionally accredited or New York State registered college or university
and
Six years of satisfactory, paid experience as described above.
NOTE: A network engineer certificate validated by one of the major network software vendors may be substituted for one year of experience installing and/or monitoring and maintaining networks and their operating systems.

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