

ASSISTANT DIRECTOR OF COMPUTER CENTER - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of the Computer Center-Community College, an incumbent of this class participates in planning, coordinating and administering the operation of the information systems division at Westchester Community College. Responsibilities involve managing the daily operations of the Information Systems Department, preparing and administering the departmental budget, approving and processing all equipment and software purchases, overseeing the installation, maintenance and support of systems, and performing studies and projects as assigned by the Director. This position is given considerable leeway for exercising independent judgment as the incumbent may act for and on behalf of the Director in his absence. Supervision is exercised over professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the day to day operation of the Information Systems Division of the College by supervising the activities of the Application and Development, Network Administration, Computer Operations, Technical Services and Student Support Services Units;

Participates in the formulation and development of administrative and academic policies as they relate to Information Systems affairs;

Implements staffing changes in response to changing needs, new technology, and customer service and support requirements;

Develops and make recommendations for changes in systems, equipment and services to ensure optimal utilization of resources and to enhance services provided to faculty, administration and students;

Approves college-wide hardware and software purchases;

Works with the Director to develop college-wide policies regarding equipment and software standards, as well as work standards for departmental personnel;

Interfaces with members of the President's cabinet, department heads, middle managers, other County departments, and vendors on a daily basis;

Conducts training sessions for new managerial personnel by introducing new systems, equipment, and procedural standards;

Develops and implements studies of automated information systems to meet the needs of faculty and students and to keep pace with changes in technology;

Acts as liaison between user departments and WCC's information systems management to facilitate the implementation and maintenance of computer based information systems.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the current principles, practices, methods and techniques of data processing and information systems management; thorough knowledge of the principles and practices of systems analysis and computer programming; ability to plan, supervise and evaluate the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Master's Degree* with major coursework in Computer Science or Information Systems and four years of recent (within the last five years) operations experience using computer based information systems or computer systems analysis and design, two years of which must have been in a supervisory capacity; or (b) Bachelor's Degree* with major coursework in Computer Science or Information Systems and five years of experience as described in (a), two years of which must have been in a supervisory capacity; or (c) satisfactory combination of training and experience as defined by the limits (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.