Director of Information Services - Towns

Distinguishing Features of the Class:
This is a technical administrative position responsible for organizing and implementing the technology services, including hardware, software, integrations, installations and web design and maintenance. The employee is responsible for effective and cost efficient services to all user departments and outward facing sites. As part of this role, there will be new design and refinement of systems. The employee reports directly to and works under the general supervision of an administrative or executive head of the municipality. The position does other related work as required.

Typical Work Activities: (All need not be performed in a given position. Other related activities may be performed although not listed.)

> Establishes, communicates and enforces polices and standards involving technology services;
> Determine departmental technology needs and objectives through conferring with departmental heads regarding their technology needs, operational issues and other service requirements;
> Develops and administers departmental budget and assists department heads in developing their annual technology budgets for inclusion in the annual budget preparation in conjunction with the Finance Department;
> Evaluations new software and hardware technologies for applicability to department requirements;
> Oversees and directs all technical services, including contracted services;
> Analyzes hardware and software utilization and establishes programs for improvements;
> Assess proposed systems and technical solutions to recommend appropriate direction;
> Act as System Administrator for software systems utilized by departments for purposes of compliance and control;
> Designs and maintains the Town's website and social media sites for currency and positive user experiences;
> Distribute electronic communications.

Performance Knowledge, Skills, Abilities and Personal Characteristics:
Thorough knowledge of hardware and software technology; good knowledge of computer applications and uses; good knowledge of data management systems and solutions; good knowledge of web design and maintenance; ability to develop and administer a budget; ability to communicate effectively both orally and in writing; ability to supervise professional and technical operations including contracted services; ability to establish and maintain professional working relationships; good judgment; logical and creative thinking; physical condition commensurate with the demands of the position.

Minimum Qualifications: EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years of paid full-time or its part-time equivalent experience in systems development and analysis, two (2) years of which must have involved defining user needs, suggesting solutions, and implementing systems using applicable technology; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years or experience as defined in (A) above, two (2) years of which must have involved defining user needs, suggesting solutions, and implementing systems using applicable technology; OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Requirement:
Depending on position duties, candidates for employment will be required to pass a pre-employment drug test and have a valid license to operate a motor vehicle in New York State or demonstrate your capacity to meet the transportation needs associated with the job.

Salary will be commensurate with experience. Please send resumes to Town of Henrietta, Personnel, 475 Calkins Road, Henrietta, NY 14467 or email jobs@henrietta.org.