FULTON COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
ANNOUNCES THE FOLLOWING:

ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Information Technology Department.

2023 Annual Salary: $70,235

Typical Work Activities (Illustrative but not exhaustive):

Supervises and provides assistance to technical employees in the Department of Information Technology;

Oversees the maintenance, expansion and monitoring of the Fulton County Network;

Monitors the network for signs of overload, equipment failure or inappropriate or unusual access and reports any unusual activity to the Director of Information Technology;

Installs and reconfigures hardware and updates firmware, equipment or procedures as needed;

Oversees the maintenance of software systems including interface with software vendors to resolve problems;

Monitors servers for proper operation, applying patches and adjusting resources as needed;

Tests new software versions for proper operation prior to applying to the production environment;

Oversees the installation of new computers and the maintenance of current and accurate asset data on installed base of computers;

Assists with the preparation of new computers with official County image and the decommissioning of old computers prior to disposal;

Provides user support for more complex issues as needed;

Coordinates with staff to complete the Disaster Recovery Plan and updates the plan quarterly;

Assists the Director of Information Technology with reviewing and updating the Fulton County Security Policy annually;

Reviews existing policies and practices to develop formal procedures as needed;

Coordinates and/or provides training for county staff including working with department heads to determine existing needs, developing training plans based on needs analysis and coordinating with outside vendors or existing resources;

Keeps up-to-date on new developments in the field of information technology.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

<u>Minimum Qualifications:</u> Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

(A)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Computer Programming, Information Systems Management or a closely related field and two years of experience in computer operations, systems analysis, programming or technical support, one year of which must have been in a supervisory capacity; or

(B)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science, Computer Programming, Information Systems Management or a closely related field and four years of experience in computer operations, systems analysis, programming or technical support, one year of which must have been in a supervisory capacity; or

(C)   Six years of experience in computer operations, systems analysis, programming or technical support, one year of which must have been in a supervisory capacity; or

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

If qualifying by A, B or D (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does <u>not</u> have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.