

NOTICE OF VACANCY

DEPARTMENT: Oneida County Department of Central Services

TITLE: Director of Central Services

GRADE/SALARY: 46H – \$82,051 - \$90,483 plus excellent benefits

This is an exempt Civil Service position.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position, involving the responsibility for the planning, directing and coordinating of information technology work procedures as they relate to a variety of administrative, financial or statistical data, and electronic communications functions in a centralized Information Technology system for Oneida County. Responsibilities include management and oversight of a variety of computer systems, voice and data communications networks and the County's Mail Room and Print Shop operations. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the County Executive may determine appropriate.

SUGGESTED QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in information systems management, information technology, computer science, electrical engineering, public or business administration or a closely related field, **AND** five (5) years of experience in the management of information systems projects, or the operation of electronic data processing equipment involving programming, systems analysis or technology application activities; two (2) years 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 a Bachelor's Degree in information systems management, information technology, computer science, electrical engineering, public or business administration or a closely related field, **AND** six (6) years of experience in the management of information systems projects, or the operation of electronic data processing equipment involving programming, systems analysis or technology application activities; two (2) years of which must have been in a supervisory capacity.

NOTE: Candidates must **submit** with application a copy of transcripts which shows degree area and date degree conferred.

MAIL APPLICATION TO: Oneida County Department of Personnel
John P. Talerico, Commissioner
800 Park Avenue
Utica, NY 13501

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Applications accepted until the position is filled.

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Building or downloaded and printed from our web site at **www.ocgov.net**, (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and have an application sent to you.

****Oneida County is an equal opportunity employer****