

Civil Division: Oneida-Herkimer Solid Waste Authority
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Adopted: 12/17/07

DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS (MIS)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Oneida-Herkimer Solid Waste Management Authority and involves responsibility for the overall management of the Authority's information. This administrative position will report to the CFO and will be responsible for the operation of all Authority computer systems including hardware and software. This incumbent will also be required to train all Authority employees on utilization of software and computer programs operated by the Authority. This position also requires strong accounting skills as incumbent will be required to assist in the preparation of the Authority's financial statements. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Designs, specifies, configures, installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, switches, modems, cabling, and Internet service providers;

Develops and implements policies and procedures related to network hardware and software acquisitions, use, support, security and back-up;

Develops and communicates standards for use, operations, and security of network, personal computers, and data;

Researches and evaluates new technology and negotiates contracts with and coordinates activities of hardware, software, telecommunications, support and training vendors.

Trains users on software and equipment usage;

Establishes and maintains network users, user environment, directories, and security;

Consults with other Administrative employees to develop system solutions consistent with organizational objectives;

Develops and implements disaster recovery procedures;

Assists in the preparation of monthly, quarterly and yearly financial statements.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of computer system analysis and system design; thorough knowledge of the operation and capabilities of current technology; thorough knowledge of the principles and practices of analyzing and documenting systems and procedures; ability to communicate effectively, both orally and in writing; ability to analyze office procedures and determine areas for improvement; ability to oversee the implementation of new systems and procedures; ability to establish effective working relationships with others.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Accounting or Finance or a closely related field, including or supplemented by nine (9) credit hours in computer science and nine (9) credit hours in either accounting or finance, **AND** four (4) years of work experience in computer programming, systems analysis and finance; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** six (6) years of work experience in computer programming, systems analysis and finance.

Adopted: 12/17/07