DIRECTOR OF AUTOMATED SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: This is complex work of a difficult, technical nature which involves a responsibility for the set-up, maintenance and use of an automated system within a large town or village. The work includes needs assessment, researching available hardware and software, purchase of appropriate equipment, conversion of existing hardware and software, training of users, etc. The work is performed independently within guidelines established by the Town Supervisor or system administrator. Supervision may be exercised over a small number of support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews needs assessment requests received from any town or village department, and determines how best to meet those needs (e.g. replace existing equipment, upgrade software, write new programs, etc.);

Estimates cost of computer-related projects by determining objectives, equipment needs and time frames and by reviewing vendor proposals;

Purchases and installs hardware by running wires and data lines and installs Network Interface Cards;

Connects, configures and maintains computer-related hardware;

Selects, purchases and configures personal computers to operate in a network or stand-alone environment;

Installs new software or converts old software to the new system through data platforming and trains users in computer basics;

Trains end users in the use of hardware and software so as to maximize their system's performance;

Troubleshoots problems (e.g. locked keyboard, jammed printer, stuck ribbon, etc.), performs minor maintenance and reports other problems to contractor in order to save time and money on service calls;

Administers networks (wide and local area networks) by assigning user ID's, creating "log-in's" and setting up parameters for access and application;

Administers or assists in the administration of midrange computer system by providing daily console operation, creating users, controlling job queues, controlling print queues, performing system and non-system backups, etc.;

May install, troubleshoot and maintain IBM Token Ring wiring systems;

May install multiple access units, fiber to copper converters, repeaters, media filters, punch panels and various wiring components;

May develop, implement and maintain D-Base/Clipper custom software programs and compile completed programs using the Clipper program compiler.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the components, operations, maintenance, configuration and problem analysis of an operating system; thorough knowledge of D-Base programming; good knowledge of electronic data processing for integrated systems; ability to assess the information processing needs of individuals and functional areas, estimate the costs of same and determine the best method of meeting those needs; ability to train equipment and software users; ability to install and configure hardware and software for operating systems, PC's and PC WAN's; ability to formulate, transmit, understand and carry out complex oral and written instructions; ability to adapt/design software applications to meet user needs; ability to reason and present ideas logically and clearly, both orally and in writing; ability to physically move equipment and supplies; ability to run cable and wiring.

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree or higher in Computer Science, Management Information Systems or a related field and three (3) years of paid work experience which included programming, needs analysis, project management, local/wide area network administration and configuration and installation of personal computers in a stand-alone as well as a network environment; or

2. Possession of an Associate's degree in Computer Science, Management Information Systems or a related field and five (5) years of paid work experience which included programming, needs analysis, project management, local/wide area network administration and configuration and installation of personal computers in a stand-alone as well as a network environment; or

3. Graduation from high school or possession of an equivalency diploma and seven (7) years of paid work experience which included programming, needs analysis, project management, local/wide area network administration and configuration and installation of personal computers in a stand-alone as well as a network environment.