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**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Department of Information Technology**  
***Deputy Director of Information Technologies***

**\$84,954 - \$103,833**

**DATED: April 25, 2025**

**LAST DAY FOR FILING: May 9, 2025**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** Applicants for this position must be eligible to transition to the Director of Information Technologies position upon Board approval. The selected candidate will work closely with the Director of Information Technologies and other staff to train to be in complete charge of the Otsego County Department of Information Technology in the fundamental policies and procedures of the department in preparation for appointment to the position of Director of Information Technologies upon Board approval. This work involves administrative, supervisory and technical assistance in the establishment and management of Information Technology policies, production procedures, priorities, and controls under the general direction of the Director of Information Technologies. This includes the management of complex data processing and communication systems and initiatives, network infrastructure and operating systems, device and end-user technology, telecommunications solutions, cyber security, and the supervision of service requests. Supervision is exercised over assigned personnel as determined by the Director of Information Technologies.

**EXAMPLES OF WORK:** (Illustrative only)

- Assists in the operation of the Information Technologies (IT) Department as assigned by the Director of Information Technologies;
- Acts as a lead role in evaluating and making recommendations to the Director of Information Technologies for the upgrading and/or modification of all telecommunications equipment and related software utilized by the County;
- Assists the Director of Information Technologies to prepare and execute the departmental strategic plan consistent with the departmental and county's mission;
- Supervises, trains, and provides assistance to technical employees engaged in the operation of computers and related peripheral equipment;
- Responsible for assisting the Director with establishing and managing IT production procedures, priorities, and controls to insure adequate volume and accuracy in operations;
- Coordinates with the Director and staff to implement new applications, operating systems and hardware;
- Plans, designs, develops and implements technology systems working closely with department heads or their designees, and other local governments and New York State agencies;
- Confers with software, hardware and other technology vendors regarding problems and corrective actions;
- Works with IT staff to insure the system is operating at peak efficiency, including applications of software, systems software, hardware, and modifications suited to users' needs;
- Analyzes, interprets and summarizes federal and state legislation, regulatory and administrative policies in the area of information technology services and cyber security;
- Provides input and recommendations on policy formulation, program policy development, and operating procedures to the Director of Information Technology, departments, elected officials and partnering external agencies;
- Assists in the review of work of the IT staff to determine adherence to project goals, policies and procedures;
- Assists in the preparation of the annual department budget based on user requirements, mandated items, current and anticipated projects and resources, and departmental and organizational objectives;
- Assists the Director to determine the need for new or additional equipment and software and recommends type and/or capacity;
- Assists the Director in the hiring of IT staff;
- Acts for and on behalf of the IT Director in his/her absence;
- Performs other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the operation, care, and adjustment of electronic computers and related peripheral equipment; thorough knowledge of the operation, care, and adjustment of electronic communications systems, voice communication systems, and related peripheral equipment; thorough knowledge of the principles of electronic computer programming and systems analysis; good knowledge of government budgetary procedures; ability to monitor and control a large number of projects, problems, and issues; ability to translate and adapt administrative, statistical, and financial data to programs for use in a management information systems operation; ability to plan and supervise the work of subordinates; ability to establish and maintain working relationships with staff, administrators and Board members.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Computer Science, Computer systems Management, Information Systems Management or closely related field and two (2) years of full-time experience or its part-time equivalent in the operation of computers and management information systems, operation of electronic data processing equipment involving programming systems analysis, or technology application activities including one (1) year of experience in a responsible supervisory capacity involving programming and systems analysis activities; **OR**
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Computer Science, Computer Systems Management, Information Systems Management or closely related field and four (4) years of full-time experience or its part-time equivalent as defined in (a) above; **OR**
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and five (5) years of full-time experience or its part-time equivalent as defined in (a) above; **OR**
- (d) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Computer Systems Management, Information Systems Management or closely related field and six (6) years of full-time experience or its part-time equivalent as defined in (a) above; **OR**
- (e) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and seven (7) years of full-time experience or its part-time equivalent as defined in (a) above.

**QUALIFYING EXPERIENCE:** Must be in the field of systems analysis or programming including but not limited to participation in such areas as the design and implementation of computer systems, the generation of system specifications, the development of test data, systems testing, parallel testing pilot projects and post-installation follow-up. Programming experience is acceptable as qualifying if performed in conjunction with related analysis duties.

**NOTE:** Upon approval of the Board of Representatives successful candidate will have the opportunity to transition into the Director of Information Technologies position.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)