

DIRECTOR OF BUSINESS INFORMATION SYSTEMS

03471

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the planning and administration of business systems development from concept to completed programs. An employee in this class directs system development activities, including systems analysis, systems design and programming. Supervision is exercised over a number of subordinate personnel. Programs and policies are developed independently and are reviewed through periodic reports, conferences and the production of desired results. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans and directs acquisition, training, and development of business systems personnel.

Estimates personnel requirements, cost, and time for business systems projects.

Develops, implements, and enforces procedural standards for performing tasks of business systems analysis and design.

Plans and participates in management education in systems and data processing concepts.

Supervises the performance of business system and design functions.

Analyzes resources utilization and initiates programs for improvement.

Establishes general schedules and priorities for business systems development projects and support services; reviews and proposes process-oriented solutions.

Reviews business systems development outputs; takes action as necessary.

Performs resource planning and scheduling for business systems personnel.

Evaluates performance of business systems personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of principles and methods of business systems applications.

Thorough knowledge of business and administrative methods and systems.

Good knowledge of the principles, practices and procedures of modern office management.

Analytical skills.

Administrative skills.

Ability to evaluate, plan and apply procedures and methods.

Ability to establish and maintain effective working relationships.

Ability to plan, assign and supervise subordinate personnel in a manner conducive to full performance and high morale.

Ability to express ideas effectively both orally and in writing.

MINIMUM QUALIFICATIONS

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 Bachelor's degree, and three (3) years of professional level work experience in financial administration, business or organization management, program planning and development, administrative or financial analysis, or management planning; 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 an Associate's degree, and five (5) years of professional level work experience in financial administration, business or organization management, program planning and development, administrative or financial analysis, or management planning.

3/2009 Date Written