

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**

PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 63-117 DIRECTOR OF INFORMATION TECHNOLOGY (SCHOOL)

VACANCIES: At present, one vacancy exists with Carthage Central School

SALARY: \$115,000 – \$125,000/yr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: October 21, 2022

EXAMINATION DATE: December 10, 2022

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer technology, computer science, network technology, management information systems, information technology, information resource management or related field and four years of administrative or professional level experience in the support of computer hardware and software, systems analysis, information systems management or configuration and administration of local and wide-area networks, two years of which shall 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 including or supplemented by 18 semester credit hours in computer technology, computer science, network technology, management information systems, information technology, information resource management or related field and five years of administrative or professional level experience in the support of computer hardware and software, systems analysis, information systems management or configuration and administration of local and wide-area networks, two years of which shall have been in a supervisory capacity; OR

(C) Graduation from a regionally accredited or New York State registered college or university with an associate's degree including or supplemented by 18 semester credit hours in computer technology, computer science, network technology, management information systems, information technology, information resource management or related field and seven years of administrative or professional level experience in the support of computer hardware and software, systems analysis, information systems management or configuration and administration of local and wide-area networks, two years of which shall have been in a supervisory capacity; OR

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

(D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Directs the operation of an information technology center engaged in processing, analyzing, and storing a variety of administrative, financial, and statistical data;
Supervises, trains, and provides assistance to technical employees engaged in programming and the operation of a computer and related peripheral equipment;
Establishes production procedures, priorities, and controls to insure adequate volume and accuracy in operations;
Analyzes the flow of information between the computer center and various units participating in the data processing system and designs programs accordingly;
Plans, designs, develop, implements computer and telecommunication systems working closely with district personnel on their design;
Insures the system is operating at peak efficiency including applications of software, hardware, and modifications suited to user's needs;
Establishes new and revised school district policies and operating procedures;
Confers with operating school district personnel to ascertain the nature of projects to be brought on line and resolve difficulties with existing applications;
Confers with software vendors of packaged applications regarding problems and revision to the software;
Carries out public information and public relations programs for the school district;
Develops and administers an appropriate staff training program;
Reviews the work of the information technology center to determine adherence to district policies and needs of those serviced;
Prepares reports on results of surveys and analyses and makes recommendations as to application to data processing equipment;
Prepares annual departmental budget requests based on user requirement, mandated items, current and anticipated resources, and district objectives;
Determines need for new or additional equipment or personnel and recommends type and/or capacity;
Supervises automated communications.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

Data center operations

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the operating activities of a computer center. They cover such areas as: data center methods and procedures; identifying and resolving operational problems; coordinating and maintaining schedules for the utilization of equipment; and monitoring and controlling operating systems, equipment, and the physical environment in the computer center.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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