

**DIRECTOR OF INFORMATION TECHNOLOGY**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Executive Director, the incumbent analyzes and maintains the Housing Authority's computer systems and procedures for the purpose of improving operational efficiency, effectiveness and accountability. This position has responsibility for the design and operation of management information systems in such areas as budgeting, accounting, financial and fiscal management and programmatic functions. The work is performed with a high degree of independence and requires good analytical judgment and substantial accounting and computerization knowledge. Work involves the development, implementation, and evaluation of computer applications and resolution of associated problems. Supervision may be exercised over other personnel in the training courses or as assigned by the MIS unit.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Directs and oversees planning, management and upgrading of computer system operations;
- Manages the implementation of appropriate technology to increase information accessibility and integrated systems management;
- Directs the development and implementation of policies, regulation and programs that support the coordination and growth of progressive, efficient and cost-effective information technology services;
- Anticipates future technology needs and identifies proactive solutions to satisfy those needs;
- Monitors computer system updates;
- Resolves user and application problems;
- Compiles and maintains procedural manual for the operation of electronic data processing, financial accounting, and the management information systems;
- Coordinates, directs and oversees training and instruction of staff on the use of computer applications;
- Prepares and designs computer generated reports;
- Modifies and debugs existing programs to meet agency and reporting needs;
- Purchases all computer related supplies;
- Evaluates and makes recommendations for the purchase of new computer hardware and software applications;
- Performs related work as required.

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

- Thorough knowledge in the use and operation of computers and related peripheral equipment;
- Good knowledge of computer software;

- Good knowledge of database management and related database skills;
- Good judgment;
- Working knowledge of administrative policies and procedures;
- Ability to install, maintain, and modify system software;
- Ability to identify, locate, analyze and solve problems;
- Ability to plan, organize and schedule computer operations effectively and efficiently;
- Ability to learn new applications and related software;
- Ability to instruct others in the use of computer programs;
- Ability to clearly communicate both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to work independently;
- Tact;
- Professionalism;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Computer Science, Finance, Business Administration, Public or Government Administration or closely related field and two (2) years of paid experience in computer instruction with discipline in computer programming; **OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Computer Science, Finance, Business Administration, Public or Government Administration or closely related field and four (4) years experience as stated in (A) above; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

A valid New York State driver's license is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee's vehicle for transportation.

Previously MIS Coordinator (AHA)