

## **INFORMATION SERVICES BUSINESS ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical and administrative position within the Information Services Department. The work involves responsibility for functions such as budgeting, financial planning, curriculum development and training program oversight, contract review and compliance, building maintenance and security, routine administrative correspondence and administrative staff supervision. This class differs from fiscal and business officers in other agencies in that the incumbent must possess information technology knowledges and skills to carry out the work. The work is performed under the general supervision of the Director, or an Assistant Director, of Information Services. Supervision is exercised over lower level administrative and customer support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises administrative and customer support personnel, as necessary;

Manages all Information Services billing processes and billing related correspondence;

Reviews all vendor contracts and renewals for content appropriateness and assists in monitoring vendor activities for compliance purposes and coordinates approval process;

Handles all routine correspondence and administrative paperwork for the Director of Information Services;

Direct responsibility for budget preparation and monitoring attainment of budgetary goals;

Coordinates with Ulster County Community College in overseeing all computer related training activities and curriculum development/ modification;

Assists with building security and facility management functions;

Direct involvement in all rate surveys;

Directs involvement in freedom of information requests;

Coordinates records management with administrative personnel.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of financial management, budgeting and budget preparation processes; good knowledge of data processing practices, concepts and terminology; good knowledge of computer operations and computer programming; ability to supervise the work of others; ability to develop and maintain billing and collection systems; ability to communicate effectively, both orally and in writing; ability to prepare narrative reports and tabular reports in support of fiscal budget requests; ability to

relate well to others; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science, Business Administration, Accounting or a related field and one year of full-time paid, or its' part-time equivalent, experience in a data center equivalent to that of Ulster County in size, scope and complexity in which at least half of the candidate's time was devoted to responsibility for data center administration, which included but was not limited to: assisting with budget preparation and supervision of data center personnel (i.e.: administrative, facilities management and computer operations personnel); **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science, Business Administration, Accounting or a related field and two (2) years of full-time paid, or its' part-time equivalent, experience as indicated in A above; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science, Business Administration, Accounting or a related field and four (4) years of full-time paid, or its' part-time equivalent, experience as indicated in A above; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its' part-time equivalent, experience as indicated in A above; **OR**
- E. An equivalent combination of training and experience as indicated by A, B, C, and D above.

Note: When applying, you must supply sufficient information to support your claim that the size, scope and complexity of the agency from which you obtained your experience is equal to that of Ulster County.

ULSTER COUNTY  
3652 IS BUS ADM  
Classification: Competitive  
Grade: 16  
Union: CSEA

Adopted: November 17, 1995