

## ASSISTANT DIRECTOR OF INFORMATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the Assistant Director of Information Services assists in the administration and direction of Information Technology programs and policies at WMC Health Network. Responsibilities include assisting in the procurement, implementation, management, planning and development of automated information systems, including mainframe services, personal computer networks (server and network administration), clinical and business information systems application and development, telecommunications, and internet access. An incumbent is responsible for the day-to-day operations of the Information Systems Department, as well as the administrative planning, organization and supervision of large agency-wide IT related projects. Administrative supervision is exercised over professional, technical, and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the planning, development and management of new automated information systems and enhancements to existing automated systems at the WMC Health Network;

Advises and assists in the formulation of departmental policies, plans, and programs;

Directs and coordinates the day to day operations of the Information Systems Department to ensure ongoing operation of the automated systems provided to the user departments/divisions;

Monitors the performance and effectiveness of automated systems throughout the organization and recommends additions and modifications to enhance those automated systems in order to meet management objectives;

Consults with division heads or their representatives to develop multiple year work plans for the use of information technology;

Identifies, determines, and prioritizes automation needs in conjunction with department/division users and explores alternatives to meet those needs;

Examines the costs and benefits of viable alternatives and recommends solutions to identified automation needs;

Coordinates the acquisition of computer equipment by developing specifications and evaluating vendor products and proposals to recommend acquisition of specific vendor products;

Reviews and approves the procurement of information technology hardware and software,

Prepares the operational budget for the Information Services Department;

Coordinates and assists with the recruitment, placement, and training of personnel;

Directs and coordinates special projects and programs as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and understanding of information system concepts and applications including hospital information systems such as patient information management, patient accounting, financial information, dedicated departmental systems, decision support systems and office automation systems; thorough knowledge of the principles and practices of systems, organization and management analysis; good knowledge of the goals, objectives, policies and procedures of Westchester Medical Center management; good knowledge of the principles of administrative supervision; good knowledge of the concepts of distributed systems, local/wide area networking, telecommunications, server and client operating systems; ability to identify, evaluate and convey requirements, designs and operations of application software; ability to work effectively with administrative and management staff; ability to present ideas clearly and concisely, both orally and in writing; ability to plan, organize and supervise the work of a diverse and highly technical staff to meet a wide variety of information and data processing needs; ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position; sound judgment; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* and five years of experience where the primary function of the position was managing or directing the development and implementation of organization-wide health information technology systems in or for a hospital or healthcare facility.

SUBSTITUTION: A Master's degree\* in computer science or information systems may be substituted for one year of the above stated experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0868  
Job Group: Flat Rate