The County of Nassau, Department of Information Technology (IT) is seeking applicants for the position of Deputy Commissioner.

Job Description:

Under the direction of the Commissioner of Information Technology, manages the daily administrative operations of the Information Technology department within the operating budget. Acts in place of the Commissioner as needed.

Along with Senior staff of department has collaborative oversight of planning and development of a comprehensive support structure which includes staffing, budget, technology upgrades, vendor management, department automation and modernization.

Position will manage department Contract review, completion, and workflow.   Present Completed Contracts to County Legislature for review and approval as needed.

Manages and review department's onboard staffing and supplemental staffing needs and workflow.

Manages the department's budget and inventory of hardware. Review, report, and deliver current and accurate analysis of inventory and various other financial aspects under the Commissioner's oversight.

Responsible for the development of policies & procedures required to implement and manage the provision of IT services to all County employees.

Manages and direct the successful completion of all capital projects. Provides business analysis and executive level reports as needed.

Manages the selection, development and training of staff to ensure the skill and proficiency of the Information Technology department staff.

Represents the Information Technology department to all agencies and departments within Nassau County to secure the timely delivery of IT services and the satisfaction of all clients.

Works with other IT Managers to develop standards for infrastructure and IT architecture to insure the most cost-effective solutions. Manages resources in accordance with the department's primary goals and innovatively uses technology to assist with business process re-engineering for operational improvement.

Manages the relationship with all vendors that support the provisioning of IT services throughout the County.

Required Experience and Education and Preferred Skills:

A minimum of 10 years of experience in business management and/or related Information Technology; 5 years of supervisory or management experience managing multiple projects in a large organization which included preparing executive level reports;

Master Degree preferred from an accredited college or university in Business Administration, Finance, Information Technology or related field;

Proficient in Microsoft Office with strong Excel and PowerPoint skills. Other related technical software proficiencies a plus;

Candidate shall demonstrate a proven experience in process management efficiencies. Must also have strong change management skills;

Ability to work under pressure and deal with multiple changing demands in a fast paced environment;

Must be able to make presentations in a public setting, therefore candidate should have excellent verbal communication and interpersonal skills.

For consideration, please submit resume to jobs@nassaucountyny.gov with ITDC in the subject line.

Nassau County Residency preferred.

Salary commensurate with experience.

NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER BASIS PROTECTED BY LAW