



## EXECUTIVE ASSISTANT TO THE SUPERVISOR

The Town of Islip presently has an opening for an experienced Executive Assistant to the Supervisor to join our team. This is a unique opportunity to serve as Executive Assistant in the 3<sup>rd</sup> largest township in the State of New York.

### **RESPONSIBILITIES:**

As the Executive Assistant, you will assist the Supervisor in planning and coordinating department information system hardware, programs, policies and departmental operations; Act as a liaison between the Supervisor and other department heads and department employees in designing and implementing information systems, software purchases and network and hardware; Work to develop and coordinate information security policies, standards, procedures to control and safeguard the Town's computer system.

Work is performed under the general supervision of an administrative supervisor through conferences and written reports.

### **TYPICAL DUTIES:**

- Prepare and oversee the Town's Information Technology departmental budget
- Administer IT security risk assessments; Cure IT security vulnerabilities;
- Consult with the Supervisor regarding security on existing and new implementations;
- Promote security awareness through training and educating all Town of Islip employees;
- Manage development of custom government business applications using the latest programming languages and legacy systems for support;
- Implement staff policies and procedures to support better security and control;
- Development, implementation and maintenance of disaster recovery process and techniques to assure security measures are in place and systems are protected, organizes disaster recovery planning and execution;

### **MINIMUM QUALIFICATIONS:**

Graduation from a NY State or Regionally accredited college or university with a Bachelor's Degree and three years of experience in public or business administration.

### **PREFERRED QUALIFICATIONS:**

Graduation from a NY State or Regionally accredited college or university with a Bachelor's Degree, with a concentration in data processing, cyber security and 10+ years of full-time, paid experience in a managerial position which shall have considerable experience in procuring, implementing and securing large scale information technology systems. A thorough knowledge of the principles and procedures of public administration is required.

---

Salary commensurate with experience

**Interested candidates should forward a cover letter and resume by**

Fax (631)224-5771 or email [Personnel@islipny.gov](mailto:Personnel@islipny.gov)