

# OFFICE OF THE CLERK OF THE LEGISLATURE

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**Clerk of the Legislature**  
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## NOTICE OF ADOPTION

Per Section 214 of the County Law, you are hereby notified that on April 11, 2024, the Oswego County Legislature adopted the following:

### **“A LOCAL LAW CREATING THE DEPARTMENT OF INFORMATION TECHNOLOGY FOR THE COUNTY OF OSWEGO”**

Copies of Local Law #1 of 2024 are posted in the Oswego County Courthouse on East Oneida Street in Oswego, at the County Clerk’s Office at 46 E. Bridge Street in Oswego and available online at [oswegocounty.com](http://oswegocounty.com). Requests can also be e-mailed to [betsy.saunders@oswegocounty.com](mailto:betsy.saunders@oswegocounty.com)

By Order of the Oswego County Legislature  
April 11, 2024  
Betsy Sherman-Saunders, Clerk

**COUNTY OF OSWEGO  
LOCAL LAW NUMBER 1 OF 2024  
“A LOCAL LAW CREATING THE DEPARTMENT OF INFORMATION  
TECHNOLOGY FOR THE COUNTY OF OSWEGO”**

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF OSWEGO, AS  
FOLLOWS:

**SECTION 1: LEGISLATIVE INTENT AND PURPOSE**

The County of Oswego owns various public buildings and technology assets throughout the county, operates an E-911 Center and interoperable radio system as well as its own computer networks. Improvements to the county’s systems and networks often involve all or multiple departments and interconnected systems, requiring coordination of vendors, county information technology resources, as well as adherence to organization-wide policies and procedures. This body hereby finds and determines that a single department tasked with general oversight of all technology assets owned, leased or utilized by the County of Oswego will promote governmental efficiency, optimize cybersecurity protection and result in cost savings to the county. The purpose of this enactment is to statutorily consolidate the various information technology related functions and duties heretofore performed by various departments of the County of Oswego a single county department except where otherwise required by law or state/federal regulation. The county changed the name of the Data Processing Department to the Department of Central Services by Resolution Number 265 of 1977. As technology and information needs are constantly evolving, as are heightened network and data security requirements, this body finds that a new department with increased powers and duties will best serve the County of Oswego and its residents in the information and technology arena.

**SECTION 2: DEPARTMENT OF INFORMATION TECHNOLOGY CREATED;  
DEPARTMENT OF CENTRAL SERVICES ABOLISHED**

Pursuant to the applicable provisions of the Municipal Home Rule Law, the Oswego County Department of Information Technology is hereby created. The Department of Information Technology shall be responsible for the oversight and operation of the County of Oswego’s computer network, systems, hardware and software utilized by the county and its departments and other responsibilities as set forth herein. Upon passage of this enactment creating the Department of Technology, all functions, personnel, duties, agreements and assets of the Department of Central Services be, and are hereby, transferred to the Department of Technology to be supervised by the Director of Information Technology as provided for herein. The Department of Central Services is hereby abolished upon the creation of the Department of Information Technology. To the extent that state or federal regulations require oversight by the state or federal government, the Department of Information Technology shall assist county departments in the implementation and



maintenance of those systems only where requested or required (e.g. DMV, NCIC, NYSPIN, e-Justice, CJIS and NYSBOE Cyber-Regulation).

**SECTION 3. DIRECTOR OF THE DEPARTMENT OF INFORMATION TECHNOLOGY**

- A. The Department of Information Technology shall be under the supervision and direction of a Director of Information Technology who shall be appointed by the Oswego County Legislature for a fixed, two-year term to run with the term of the county legislature. The Director of Information Technology shall be responsible for the continuation and performance of all duties and functions heretofore assigned to, and performed by, the Director of Central Services in addition to those duties as enumerated in this Local Law. The Director shall report to the County Administrator as to the day-to-day operations of the department as provided for by Local Law number 6 of 1996, as amended.
- B. The salary of the Director of Information Technology shall be fixed by the Oswego County Legislature in accordance with the Management Compensation Plan. In addition, the Director of Information Technology shall be reimbursed actual and necessary expenses incurred in the performance of his or her official duties, upon the audit of same in the manner provided for by law and county policies.
- C. A vacancy in the position of Director of Information Technology shall be filled by the Oswego County Legislature for the unexpired term as prescribed by law. The position of Director of Information Technology shall be an unclassified position, as defined by the Civil Service Law of the State of New York with a term of office to run concurrently with that of the Oswego County Legislature. The Director of Information Technology shall holdover in office upon expiration of term with full authority to act until a successor is qualified and appointed.

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**SECTION 4. GENERAL POWERS AND DUTIES**

The Director of Information Technology shall supervise and assign professional, technical, and clerical personnel within the Department of Information Technology and shall be responsible for the day-to-day management and operation of the Department of Information Technology in accordance with sound management principles, the County Legislature's policies, and Civil Service law, and shall have the powers and duties necessary to carry out the functions of the office as set forth herein and such other responsibilities as may from time to time be imposed by resolution of the County Legislature. The Director of Information Technology's general powers and duties shall include, but not be limited to:

- A. Developing, managing, and submitting a departmental budget for approval by



- departmental records and to maintain same in accordance with county policies;
- P. Planning and supervision, as necessary, of the county's computer network, software, telephone/VOIP, servers, and equipment whether by county employees or contractors and cooperate with consultants or state and federal support teams concerning same.
- Q. Planning and supervise the maintenance and repair of existing computer networks, phone systems and other technology-related assets on a day-to-day basis;
- R. Promulgating IT policies and procedures in accordance with best practices and consistent with county operations with the assistance of the County Administrator and/or County Attorney's Office as may be necessary in the following areas: breach notification procedures (NYS Technology Law); IIIPAA, HIPAA HITECH protocols; overseeing and implementing data security, training and awareness for county officers and employees either independently and/or in conjunction with the Department of Human Resources or third parties; maintaining computer hardware, software and data inventories; reviewing and implementing contracts for IT services and service level agreements for county departments and offices; addressing and implementing malware protection; addressing and implementing patch management; implementing suitable access controls; overseeing online banking protocols in consultation with the County Treasurer to include credit card terminals; maintaining and designing the county's wireless network, firewalls and intrusion detection software; developing and reviewing internet, e-mail and computer use; password security; mobile devices and wireless security policies; implementing physical controls for the county's network; performing information technology contingency planning; performing an annual security self assessment of the county's networks; and recommending a baseline IT Security fundamentals and governance for county departments and employees;
- S. To appoint a Deputy Director to serve at the pleasure of the Director if and when said position is created by the County Legislature; and
- T. Such other and further powers and duties as required by law or as required by the County Legislature.

## **SECTION 5. LIMITATION OF POWERS; TERM**

Nothing contained herein shall be construed to give the Department of Information Technology authority over the operation of any existing departments, officers, and functions of the County, other than those offices, officers and functions specifically enumerated herein. Nor shall the Department of Information Technology have any authority over programs maintained by public or private agencies not under the jurisdiction of the County of Oswego. The final determination as to the establishment or manner of operation of the Department of Information Technology operations, the funding thereof and the extent of county participation, if any, in each matter shall be made by the Oswego County Legislature with the advice of the County Administrator.



- the County Administrator and County Legislature;
- B. Appointing, hiring, laying-off, suspending, disciplining and/or removing any person employed in the Department of Information Technology in accordance with Civil Service Law and/or collective bargaining unit agreements;
  - C. Establishing and overseeing departmental policies and county computer use policies;
  - D. Preparing statistical and other reports as required by the County Administrator or the County Legislature and any other appropriate entity;
  - E. Assigning professional, technical and/or clerical personnel to assist in the department in its operations;
  - F. Applying for, managing and administering state and federal grant funds pertaining to the Department of Information Technology;
  - G. Reviewing and approving for purchase software and/or hardware solutions, including information technology consulting engagements, whether on premise or cloud-based, originating with and proposed by all other departments, supported by the Department of Information Technology and over which administrative authority of technology systems is established by this local law.
  - H. With the consent of the County Legislature and Civil Service Officer, approving the establishment of positions with secondary technology support duties, in any other county department, and upon approval to have co-supervisory authority over such positions, including receiving periodic updates and final say on scope of duties, system access level and scope, and other technology-related duties, as determined by the Director of Information Technology.
  - I. Preparing a proposed county-wide budget regarding all computer hardware costs, utility costs, maintenance and repair, network costs, software licenses and county telephones on an annual basis.
  - J. Monitoring the need for improvement, maintenance, and repair of county technological assets and to report as needed to the appropriate committee of the County Legislature.
  - K. Directing county computer equipment maintenance and repair programs for the county;
  - L. Ensuring compliance with policies as established by the County Legislature, county administrative policies and New York State laws and regulations regarding county computer networks and other technology-related assets.
  - M. Developing, delegating and/or approving the preparation of specifications of and the purchase of equipment, software, hardware, software licenses and materials consistent with county departmental needs, NYS General Municipal Law and the county's Procurement Policy.
  - N. Assisting in the development and preparation of specifications for the solicitation of competitive bids or requests for proposals concerning the Department;
  - O. To the extent allowed by law, preparing required reports and county

**SECTION 6. SEVERABILITY**

If any part of this Local Law or the application thereof to any person or circumstance should be adjudged to be invalid by any Court of competent jurisdiction, such judgment shall be confined in its operation to the application, part or provision of this Local Law directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the rest and remainder of this Local Law or the application thereof to other persons or circumstances and the Oswego County Legislature hereby declares that it would have passed this Local Law or the remainder of it had such invalid application or provision been apparent.

**SECTION 7: SEQRA DETERMINATION**

The County Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this local law constitutes a Type II action pursuant to Section 617.5(c)(26) and/or (33) of Title 6 of the New York Code of Rules and Regulations (6 NYCRR) and within the meaning of Section 8-0109(2) of the New York State Environmental Conservation Law as constituting routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment and adoption of regulations, policies, procedures and local legislative decisions in connection with any action under 617.5. The Clerk of the Legislature is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance as, may be necessary, in accordance with this local law.

**SECTION 8: EFFECTIVE DATE**

This Local Law shall take effect upon its adoption and being duly filed with the New York Secretary of State and Oswego County Clerk as provided by the Municipal Home Rule Law.

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