

ADMINISTRATOR FOR TECHNOLOGY (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving responsibility for planning and administering all computer and technology operations for BOCES. Primary responsibilities include the design, implementation, development (including policy development) and staffing of a technology program for both instructional and non-instructional areas. Responsibilities also involve formulating long-range goals and objectives, financial planning, and budgeting. The work is performed under general direction of the District Superintendent with considerable leeway allowed in carrying out the duties of the position. An Administrator for Technology does related work as required.

TYPICAL WORK ACTIVITIES:

- Research, recommend, and select hardware and software to meet the need of all divisions and applications;
- Develop a comprehensive technology inservice and training program designed to meet the needs of all levels of employees and all divisions;
- Develop and manage a team to ensure the effective coordination and efficient utilization of hardware, software, and human resources;
- Stays abreast of new and emerging technology developments to ensure the appropriate evolution of programming and systems;
- Serve as BOCES liaison with the Regional Information Center (RIC), vendors, SED, and other educational units;
- Conducts on-going evaluations of systems, programs and services;
- Develops, updates, and presents comprehensive short and long range technology planning to the organization and assists component school districts with planning, as requested;
- Develop and maintain a budget for the technology department and assist all divisions with financial planning for technology purposes;
- Develop policies and procedures relative to the administration and use of technology.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of technology including information systems, telecommunications, mainframe, mini and PC based systems, local area networks (LANs), and wide area networks (WANS); the ability to develop and administrate a comprehensive, district-wide technology plan; knowledge and demonstrated experience with hardware, software, and applications including procurement and utilization; effective communication skills both oral and written; strong interpersonal skills; ability to coordinate the work of others; ability to provide administrative leadership; ability to establish policies and procedures related to technology; ability to set and achieve goals; ability to plan, organize, and supervise the work of others; physical condition sufficient to perform the essential functions of the position.

