

TECHNOLOGY COORDINATOR (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the coordination and administration of the school districts information technology system, including maintaining existing computer systems applications, installations, configuration and maintaining software and hardware. Supervision may be exercised over subordinate technicians and clerical support staff. The work is performed under general direction of the School Business Administrator or Technology Director, with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision may be exercised over subordinate staff. A Technology Coordinator (Schools) does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes and takes corrective action of computers and data communications hardware and software network problems;
- Performs routine and regular maintenance on computer-related communications and networking equipment;
- Analyzes existing systems and makes recommendations for updating systems in terms of new computer hardware and software;
- Installs, upgrades and maintains computer hardware, software, servers and peripheral equipment;
- Installs, upgrades and maintains electronic mail, spam, and related systems and applications, including server operating systems;
- Researches and evaluates new products;
- Maintains up-to-date knowledge of new trends and technology for computer hardware, software, and networking;
- Assists in data communication problem solving, operation, and design;
- May research the district's website needs and use website development software to plan, develop, secure and maintain the districts website;
- Monitors website usage and performs statistical analysis of usage;
- Makes recommendations to school administrators regarding the purchase or update of communications, software and/or hardware;
- May act to identify, analyze, and resolve security and system problems relating to data access security;
- May provide training of software and hardware to users of microcomputer equipment, including students, teachers and support staff;
- May act as a microcomputer lab instructor helping students and teachers use microcomputers, applications and related equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of micro-computer and product technology; good knowledge of logical operations of computers and data communication devices; working knowledge of data processing methodology and techniques including documentation of data security; ability to define and recommend micro-computer hardware and software; ability to detect and resolve severe micro-computer breakdowns and problems; ability to effectively teach and instruct novice micro-computer users; ability to deduce problems logically; ability to configure work stations and networks; ability to establish and maintain effective working relationships; initiative; patience; dependability; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Graduation from a regionally accredited or New York State registered college or university with at least a bachelor's degree including or supplemented by eighteen (18) credit hours in management information systems, computer science, information technology, or closely related field, and four (4) years of experience in network administration, information systems management, or computer programming;

OR

- B) Graduation from a regionally accredited or New York State registered college or university with at least an associate's degree including or supplemented by nine (9) credit hours in management information systems, computer science, information technology, or closely related field **and** six (6) years of experience in network administration, information systems management, or computer programming;

OR

- C) Eight (8) years of experience in network administration, information systems management, or computer programming.

OR

- D) Any equivalent combination of training and experience as described in A, B or C above.
- E)

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/24/04

Revised: 5/10/17; 9/20/2018