

TECHNOLOGY ADMINISTRATIVE COORDINATOR
(Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Director of Technology in the establishment, implementation, and maintenance of Information Technology Print Shop initiatives for school districts and the Board of Cooperative Education Services (BOCES). The initiatives will require an administrative infrastructure for all BOCES component districts and clients, focusing on strong collaboration between schools, contract agencies and the consumers and families to be served. The position is responsible for inter-agency linkages to facilitate networking, data collection, report writing, and analysis relating to the work flow system being established and ensuring its effectiveness. Duties are performed independently under the general supervision of the Director of Technology. Supervision of the work of others is not normally a responsibility of this class. A Technology Administrative Coordinator (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops project queue for a variety of contracts and collaboration with other BOCES division and component Districts;
- Acts as liaison between print shop program leaders;
- Analyzes data gathered to evaluate effectiveness of programs and determine accuracy of reports and efficiency of operations;
- Presents statistical information by computer readouts, graphs, charts, tables, written reports, or other methods;
- Prepares and writes Requests for Proposals (RFPs) for materials and supplies with support of the finance division of BOCES;
- Coordinates quality assurance program;
- Plans, promotes, and organizes training activities for staff development;
- Participates in the development of long term project planning;
- Participates in the development of annual budget for print shop and information technology division;
- Participates in and provides feedback to and from a variety of committee, inter-agency groups, and other forums;
- Utilizes a personal computer to arrange, organize, and present a variety of reports related to departmental activity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of English composition and grammar; knowledge of business statistics; skill in communicating effectively both orally and in writing; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; ability to prepare and interpret statistical analysis regarding agency

services; initiative; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or New York State registered college or university with a Bachelor's Degree or higher and one (1) year of experience in a clerical role supporting staff assigned to network administration, information systems management, computer programming, technology or a closely related field; or

(B) Graduation from a regionally accredited college or university or New York State registered college or university with an Associate Degree and three (3) years of experience as described in (A) above; or

(C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (A) above; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

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: 08/12/2020

CATTARAUGUS COUNTY
CIVIL SERVICE

AUG 12 2020

Personnel Officer