

COMPUTER SERVICES COORDINATOR

Location: Tioga County School Districts
Classification: Competitive
Salary: To be determined
Adopted: 6/98; Revised 7/99, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the coordination and implementation of the computer technology activities of an educational organization. The incumbent will act as a liaison to coordinate procedures for effective use and functioning of computers and educational applications to meet instructional and administrative needs and goals. Work is performed under the general direction, with considerable leeway allowed for the use of independent judgment. Although supervision is not a primary function, the incumbent may provide assistance to employees involved in computer technology activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as a liaison to coordinate the installation, operation and maintenance of computer equipment, networks and software to support school district needs;
- Evaluates and reviews the information processing needs of the school district and identifies methods of meeting these needs through the use of existing applications or by requesting new or expanded services from appropriate computer center personnel;
- Oversees the administration of various network security systems;
- Monitors network and software systems to ensure reliable back-up and recovery of data;
- Acts as a liaison between departments, offices and other end users regarding data communications and technical computing issues;
- Assists staff and individual end users in the selection, preview and use of instructional software;
- Reviews purchasing procedures and maintains an inventory of computer/technology related hardware and software;
- Assists in maintaining file services, print servers, network peripherals and server based software to assure system functionality, compatibility and effective resource sharing;
- Keeps informed of trends, developments and research in the area of technology and makes recommendations accordingly;
- Updates and revises the organization's technology plan;
- Prepares and submits required/appropriate reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computer hardware and software, including its capabilities and applications, specifically for educational uses; knowledge of the school district's network systems and its capabilities; skill in the operation of computers; good technical ability; ability to plan and organize the implementation of projects; ability to gather and analyze information and draw logical conclusions; ability to establish effective working relationships with others; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or closely related field; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or closely related field and two (2) years of full-time paid work experience or its part-time equivalent in maintaining computer systems; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid work experience or its part-time equivalent as described in (a) above; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a), (b) or (c) above.