

Civil Division: Madison-Oneida BOCES
Jurisdictional Class: Competitive
EEO Category: Administrators
Revised: 08/19/10

ASSISTANT DIRECTOR, REGIONAL INFORMATION CENTER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Madison-Oneida BOCES Regional Information Center (MORIC), and involves responsibility to assist in directing computer services between the member schools and the BOCES. The center services area member school districts by providing information resources management for personnel records, payroll, accounting, scheduling courses, and other applications. The work is performed under general supervision of the Director of the Regional Information Center, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of Communications, Programming/Telecom/Systems, and Finance Team Leaders. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides decisive and effective decision-making to facilitate rapid access to MORIC personnel, resources and services in support of district requests and initiatives;
Collaborates and coordinates with NYSED on all statewide data warehouse and technology initiatives;
Proposes additions and enhancements to MORIC Management Technology Services and Technology Planning processes along with associated staff/team realignment based on annual service requests, new service opportunities, and succession planning factors;
Facilitates the involvement of user district representatives in the annual 793 Plan Development;
Researches "best" vendor solutions and assists with vendor communication, contract development, and monitoring of vendor performance;
Coordinates the process for personnel administration which includes recruitment, employment, supervision, evaluation, training, and staff development initiatives;
Ensures communication of the MORIC programs, services, opportunities and initiatives with component BOCES, client districts, NYSED, vendor partners and staff;
Performs other duties as assigned by the Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of network administration; thorough knowledge of administrative applications; thorough knowledge of computer programming; thorough knowledge of data communications and telecommunications; thorough knowledge of New York State and federal initiatives and guidelines; thorough knowledge related of budget development; thorough knowledge related of New York State Office of General Services procurement guidelines; excellent verbal and written communication skills; project management and technical planning skills; ability to facilitate best practice solution; ability to utilize and analyze statistical and financial data to improve services;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (continued)

ability to plan and supervise the work of professional and technical personnel; ability to establish and maintain working relationships with member school district program administrators; ability to coordinate grant opportunities.

MINIMUM QUALIFICATIONS: Either:

- (A) Certification as a School District Business Leader or School District Business Administrator or School District Leader **OR** possession of a Master's Degree in Information Resources Management, Data Processing, Computer Science, Computer Programming, Business Administration or a closely related field, **AND** one (1) year of supervisory experience in the field of Information Technology Environments; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Information Resources Management, Data processing, Computer Science, Computer Programming, Business Administration or a closely related field, **AND** three (3) years of experience as outlined above; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Information Resources Management, Data Processing, Computer Science, Computer Programming, Business Administration or a closely related field, **AND** five (5) years of experience as outlined above; **OR**
- (D) Graduation from high school or possession of a high school equivalency **AND** seven (7) years of experience as outlined above.