

DIRECTOR, REGIONAL INFORMATION CENTER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a BOCES Regional Information Center (RIC), and involves responsibility for 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 direction of a BOCES Superintendent. Assistance is available from both a local steering committee and the Statewide Computer Services Coordinator. Supervision is exercised over the work of the Regional Information Center. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts research for application of RIC services equipment to education administration needs;

Develops new applications for the use of available information and data;

Directs the scheduling, use and programming of RIC services to accomplish maximum utilization of personnel and equipment;

Makes recommendations for revisions of the input and output data and data storage;

Supervises and trains RIC staff in existing and new procedures;

Provides State Education Department information and reports, as required;

Coordinates the facilities and functions of the BOCES RIC, with the various BOCES and school districts within the region;

Maintains a continuing review of the functions of the BOCES RIC to ensure effective, timely, accurate, economical and efficient operation;

Attends and conducts conferences, meetings and seminars relating to the adaptation of computer services equipment in the educational field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the application of computers and related peripheral equipment, including mainframe and micro-computers, to administrative problems; thorough knowledge of programming theory and techniques; thorough knowledge of current practices in the application of data processing to budgeting, class scheduling, pupil personnel services, personnel staffing, payroll and record keeping; thorough knowledge of the principles of administration and supervision; good knowledge of accounting principles, as related to data processing; ability to translate and adopt administrative, statistical and financial data to programs for use in data processing center operations; ability to plan, organize and direct the work of a large staff; ability to deal effectively with others; skill in report writing; thoroughness; dependability.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master Degree in information resources management, data processing, computer science, computer programming, business administration or a closely related field **AND** three (3) years of supervisory experience in the field of computerized data processing, which involved computer programming and systems analysis activities; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in information resources management, data processing, computer science, computer programming, business administration or a closely related field **AND** four (4) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in information resources management, data processing, computer science, computer programming, business administration or a closely related field **AND** six (6) years of experience, as outlined in (A) above; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience, as outlined in (A) above; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.