

Civil Division: BOCES  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 03/30/06

## **SENIOR DATA PROCESSING COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists with the Mohawk Regional Information Center (RIC) at BOCES and requires extensive travel State-wide to BOCES satellite schools and units. The primary responsibilities of the position are the coordination and planning for implementation of software applications with school districts. The incumbent is responsible for a BOCES van supplied with numerous computer equipment and gear. The incumbent works with internal Regional Information Center staff and school district staff to coordinate the implementation of mainframe or micro-computer based software applications (such as Child Nutrition programs, etc.). He/ she also coordinates in-service workshops and provides on-site support to school district staff. This position differs from that of Data Processing Coordinator because of the greater scope of reporting responsibilities involved, as well as, the extensive independent travel necessary. The Senior Data Processing Coordinator reports to the Communications Team Leader of the Mohawk Regional Information Center. Incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans and coordinates the implementation of new applications software with school district staff and the Director of the Mohawk Regional Information center for automating software (ie: State-wide nutrient menu planning and cafeteria automation);

Schedules regional awareness workshops for potential end-users to provide knowledge and advantages of the application software packages;

Schedules and conducts in-service workshops for State-wide staff who are responsible for the production of reports necessary (ie: USDA Nutritional Standards, etc.);

Provides continuing on-site support to school district staff who are responsible for the input of food service data into a micro-computer;

Coordinates with the school district support staff on the effective utilization of available printed reports to meet the requirements of the school district and other agencies;

Coordinates with other RIC staff on the availability of staff time, computer time or other resources necessary to provide the school district with printed reports;

Prepares and maintains written documentation (ie: nutrient standards and cafeteria automation, etc.) for both school district user clients and other RIC staff;

Coordinates activities with the NYS Education Department, to conduct State-wide conferences and training institutes;

Schedules workshops for end-users at a variety of locations throughout the region for discussion and resolution of problems or demonstrations of new or revised software applications;

Provides participating school districts with the newest or modified data processing software enhancements available, which meet Federal and State guidelines (ie: food service, etc.);

Supervises and/or provides technical assistance to other RIC employees engaged in similar automation systems (ie: cafeteria automation, etc.);

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**Typical Work Activities continued:**

Meets with participating school districts to review their hardware and software requirements, and prepares proposals for client districts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation, care and adjustment of micro and mainframe computer related equipment; good knowledge of the application of major types of computer equipment to student systems, accounting and payroll problems; working knowledge of systems analysis applicable to computer operation; working knowledge of computer center operations and planning; ability to train others in the use and application of mainframe and micro-computer software; ability to translate and adapt administrative, statistical and financial data for use in a data processing operation; ability to establish and maintain working relationships with school district program administrators and staff; ability to plan, organize and supervise the work of others; ability to follow complex oral and written instructions; ability to work independently; willingness to travel extensively.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, including or supplemented by twelve (12) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field, **AND** two (2) years of experience in the operation of mainframe and micro-computer equipment, which shall have included the coordination of software applications; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree, including or supplemented by six (6) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field, **AND** four (4) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, as outlined in (A) above.

**NOTE:** Verifiable part-time and/or volunteer experience, as outlined in (A) above, will be pro-rated toward meeting full-time experience requirements.

Adopted: 10/21/96  
Revised: 03/30/06