Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 12/31/2022

ASSISTANT DATA PROCESSING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is primary responsible for assisting in the coordination and planning in implementation of software applications within school districts. The incumbent works with internal staff and other school district staff to assist with the implementation of micro-computer-based software applications. Assists in the coordination of activities with programming and operations staff and review of output reports. The Assistant Data Processing Coordinator reports to the Data Processing Coordinator or school district professional responsible for technology. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Keeps school district staff aware of software applications as they become available;
Meets with staff to schedule the implementation of software applications as requested by participating school districts;
Schedules software and hardware training with the help of the school district staff, both in the central lab and on-site at the school district;
Provides school district(s) with user documentation manuals and familiarizes them with content and utilization;
Reviews with the end-user on-line data entry screens and/or batch forms (paper) required to complete a recurring application (i.e., payroll, report cards);
Assists in conducting workshops for end-users at a variety of locations throughout the district for discussion and resolution of problems or demonstrations of new or revised software applications;
Maintains a current log of user training scheduled or accomplished for each school year;
Maintains regular schedule of implementation by dates and activities;
Provides first-line diagnosing/troubleshooting of computer problems relating to software packages, basic hardware issues, security and password problems;
Refers questions and problems involving computer hardware, connectivity, software and peripheral equipment associated with the computer system to the appropriate specialist;
Provides staff/customers with training in the use of computer hardware/software and related topics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation, care and adjustment of micro-computer related equipment; good knowledge of the application of major types of computer equipment to student systems, accounting and payroll problems; working knowledge of computer center operations and planning; ability to train others in the use and application of 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.

MINIMUM QUALIFICATIONS: Either:

(A)   Possession of 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; **OR**

(B)   Possession of 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** two (2) years of experience in the operation of micro-computer equipment, which shall have included working knowledge of software programs and their applications; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in the operation of micro-computer equipment, which shall have included working knowledge of software programs and their applications.

NOTES:
1.   Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2.   Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.