Civil Division: BOCES, Schools
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 11/28/05

DATA PROCESSING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The primary responsibilities of the incumbent in this class are to plan for and coordinate the implementation of software applications with school districts. The incumbent works with internal Regional Information Center staff and school district staff to coordinate the implementation of computer based software applications, coordination of activities with programming and operations staff, review of output reports and scheduling of data entry and computer operators. The Data Processing Coordinator reports to the Director of the Regional Information Center. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Keeps school district staff aware of software applications as they become available;
Coordinates with the Director of Regional Information Center to schedule
     implementation of software applications as requested by participating school
     districts;
Schedules software and hardware training for school district staff, both in the central lab
     and on-site at the school district;
Schedules the necessary time for data entry and computer operations staff to create
     initial databases and files needed for implementation;
Reviews hardware requirements with school districts and forwards the information to
     technical staff for final review and recommendation to the Director;
Monitors the on-line teleprocessing regional network for possible user errors/problems
     and forwards to technical staff for correction;
Provides school districts 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);
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;
Maintains a current log of user training scheduled or accomplished for each school year
     for review of the Director;
Maintains regular schedule of implementation by dates and activities for review by the
     Director;
Provides general supervision, technical assistance and software training to data entry
     operations, data processing control clerks/data processing clerks and computer
     operators.

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 systems analysis applicable to computer operation; 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)   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** one (1) year of experience in the operation of micro-computer equipment, which shall have included working knowledge of software programs and their 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** three (3) years of experience as outlined in (A) above; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as outlined in (A) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 10/26/79
Revised: 09/06/91, 03/17/93, 06/15/95, 10/21/96, 10/22/96, 12/06/96, 08/20/98, 11/28/05