

INSTRUCTIONAL SYSTEMS RESEARCH SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and research position in the Instructional Services Technology Department of Dutchess County BOCES. The work involves the investigation of new computer instructional technology developments such as instructional software alternatives, system productivity tools, design methodologies, documentation approaches, application programming efficiency, and the preparation of recommendations for present and future departmental requirements. In addition, the incumbent undertakes special studies and projects as required. Work is performed under the general supervision of a higher level employee with wide leeway allowed in conducting project assignments. Supervision is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Researches, identifies, classifies and compares software alternatives for handling present and potential needs of the department;
2. Conducts performance analysis of hardware and software configurations;
3. Keeps up to date on new products with regard to capacity and reliability and recommends acquisitions;
4. Examines, evaluates and tests hardware and software, and makes recommendations as to its appropriateness;
5. Develops standards for the utilization of the installations generalized software;
6. Identifies and defines Instructional Technology staff educational needs with regard to the software products and may function in an instructional capacity;
7. Monitors and assesses adherence to and modification of a district technology plan, hardware plan, software and telecommunications plan, capacity and performance measurements;
8. Assists with the development of the above plan;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the overall workings of an instructional technology installation including: systems software, software and hardware configuration, hardware operations, and personal computer application development; good knowledge of the languages employed in the data center; good knowledge of developments in the computer industry which may be applicable for institution in the agency; ability to make sound technical judgments and present justifications; ability to understand and interpret complex oral and written information; ability to make presentations; ability to express complex ideas in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's Degree in Computer Science or a related field and two years of work experience as an applications programmer or one year in systems programming;
- OR: (B) Four years of work experience in applications programming or three years in systems programming;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: Training in appropriate vocational and/or business programs may be substituted for the above training requirement on a year-for-year basis.