## COORDINATOR OF DATA SERVICES & COOP PROGRAMS

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a specialized technical position with the responsibility for implementing the use of automated systems in a large school district.  The incumbent will primarily work with mini and microcomputer systems, including multi-user systems, but may also be required to work with a mainframe computer system.  In addition, this position oversees the repairs of microcomputers.  This position would also assist the administration in coordinating various cooperative programs.  Work is performed under the general direction of administrative staff with considerable leeway in making technical decisions.  The incumbent can expect to provide technical direction and assistance to other technical staff, but full supervision over others is not a requirement of this position.

**TYPICAL WORK ACTIVITIES:**

1.   Performs systems programming on mini and microcomputer systems in support of the installation and maintenance of the system's software and operating system;
2.   Establishes and oversees procedure for daily system back-up;
3.   Coordinates the implementation and operation of the district's integrated software packages;
4.   Keeps current on state-of-the-art hardware and software;
5.   Establishes hardware and software interfaces and interlinks;
6.   Assures comparability of systems components for networking and integration;
7.   Provides continuing technical assistance to staff and system users, and may assist in training users;
8.   Coordinates the development and implementation of various cooperative programs;
9.   Participates in project organization and scheduling;
10.  Develops and manages the district-wide technology plan and budgets;
10.  Does related work as required.

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

Thorough knowledge of data processing principles and practices; good knowledge of the field of microcomputer networking; working knowledge of the principles and techniques used in systems analysis and design; ability to diagnose hardware, software and operating system problems and make repairs; ability to train others in the use of microcomputer system hardware and software; ability to research and evaluate hardware and software packages to determine appropriateness for user needs; ability to understand complex oral and written instructions; ability to work well with others; ability to communicate, both orally and in writing; ability to plan and supervise the work of others; initiative; resourcefulness; creativity; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**:

Graduation from high school or possession of a high school equivalency diploma and:

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| EITHER: | (A) | Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Information Science, or a closely related field and two (2) years of full-time paid administrative experience; |
| OR: | (B) | Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration or a related field and (3) years of full time work experience in data processing which required the design, development, and implementation of microcomputer systems; |
| OR: | (C) | Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Information Science, or a closely related field and four (4) years of full-time paid administrative experience, (2) two years of which required the design, development, and implementation of microcomputer systems; |
| OR: | (D) | Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration or a closely related field and (4) years of full time work experience which required the design, development, and implementation of microcomputer systems; |
| OR: | (E) | An equivalent combination of training and experience as indicated in (A), (B), (C) and (D) above. |

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ADOPTED:      11/15/95          05/12/04