MICROCOMPUTER SYSTEM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and administrative position responsible for the overall coordination and support of microcomputer systems in a school district. The systems are used for both office administration and instruction, and require the incumbent to become familiar with the availability and capabilities of a wide range of hardware and software products. The incumbent works closely with various users to explore needs, develop appropriate uses, coordinate maintenance and repair, and locate the best available programs to meet user needs. In addition, the incumbent trouble shoots routine hardware and software problems and installs updates or improvements to equipment, programs and networks. The work is performed under the general supervision of a higher level administrative employee, with considerable leeway for solving problems and developing programs. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

1. Provides technical and curriculum assistance on hardware design and usage, software applications, general computer capabilities, and instructional use of technology in the classroom;
2. Assists in the development and integration of technology applications in the K through 12 curriculum;
3. Works with office staff to develop, refine and maintain microcomputer systems;
4. Creates and administers a district wide repair referral system;
5. Installs hardware and software updates and improvements;
6. Develops and administers training programs, including the performance of instruction and maintaining all associated records;
7. Assists in the overall management of the district, including the evaluation of programs and services;
8. Installs and supports local area network operating system hardware and software;
9. Relocates hardware and installs new software on existing system;
10. Provides telephone and field support to users on hardware, software, and network system problems;
11. Keeps abreast of the field of microcomputer system products for the office and the classroom and evaluates products for possible use with the district;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of data processing principles and practices, especially as they apply to the field of microcomputers in the classroom and for instruction; good knowledge of the field of microcomputer networking; ability to keep abreast of the field of microcomputers and LAN systems, and to make qualitative evaluations on new products; ability to train others in the use of microcomputer system hardware and software; ability to develop and maintain good working relationships with user departments and staff; ability to communicate, both orally and in writing; initiative; tact; patience, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

EITHER: (A)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or a closely related field AND two years of full-time work experience in data processing which primarily involved the installation and full support of microcomputer and LAN systems;

OR: (B)   Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or a closely related field AND four years of full-time work experience as described in (A);

OR: (C)   An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

1.   An authority may require the possession of a valid New York State Motor Vehicle Operator's license.
2.   Candidates must be able to lift, carry and move equipment weighing approximately 45 pounds.

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