## COORDINATOR OF COMPUTER TECHNOLOGY AND TRAINING

### DISTINGUISHING FEATURES OF THE CLASS:

This is a high level position with the responsibility for overseeing a large school district's personal computer systems. The incumbent works closely with administrative and instructional staff to ascertain needs, then develops plans and implements programs to best meet those needs. In addition, the incumbent oversees the daily operation of the school's technology center, including the supervision of technical staff. Work is performed under the general direction of administrative staff with considerable leeway in making technical decisions. Supervision is exercised over technical and training staff.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans, directs and implements a program involving the coordination and effective use of all personal computer systems within a large school district;
2. Confers with department heads and administrators to ascertain system and software needs;
3. Supervises and directs planning and production activities of the computer technology center;
4. Establishes performance standards and evaluates the work performance of the technology center staff;
5. Formulates and develops plans, in coordination with administrative staff, for the expansion of computerization in all areas including student instruction and achievement monitoring;
6. Establishes a prioritized administrative plan for the structuring of individual computer systems into a unified operating system;
7. Plans, implements and evaluates training programs to facilitate the staff's understanding and effective use of personal computers in their areas of responsibility;
8. Research, evaluates and maintains various software packages;
9. May oversee the daily operations of the mobile device management systems (iOS, Windows, and Android), applications, and tools;
10. Prepares and monitors departmental budget and expenses;
11. Makes formal presentations and submits written reports as requested.

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

Thorough knowledge of data processing principles and practices; through knowledge of systems design, operation and programming of personal computers; good knowledge of current trends and technology involving mobile devices and applications; 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:**

EITHER:  (A)  Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Computer Science, Information Science, Public Administration or a related field and three (3) years of full-time work experience directing computer technology services, including operations, programming and system analysis activities;

OR:  (B)  Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Information Science, Public Administration or a closely related field and four (4) years of full-time work experience directing computer technology services, including operations, programming and system analysis activities;

OR:  (C)  Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of full time work experience directing computer technology services, including operations, programming and system analysis activities;

OR:  (D)  Graduation from a regionally accredited or New York State registered college or University with an Associate's degree in Computer Science, Information Science, Public Administration, or a related field and (7) years of full time work experience directing computer technology services, including operations, programming, and system analysis activities;

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

NOTE:

**SPECIAL REQUIREMENT:**

An appointing authority may require the possession of a New York State Motor Vehicle Operator license for appointment.