

## **SENIOR INSTRUCTIONAL TECHNOLOGY ACQUISITION SPECIALIST (BOCES)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible position overseeing all areas related to the acquisition of instructional technology equipment, such as computers and peripherals. The incumbent will be responsible for receiving district requests including lease agreements, budget modifications, purchase orders, and obtaining vendor quotes. In addition, the incumbent handles, maintains, and tracks various activities regarding technological equipment as well as billing and budgeting for telecommunications. This position works independently while functioning under the general supervision of the Director of Technology (BOCES). Supervision may be exercised over the activities of lower level employees.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists Director of Technology (BOCES) in all areas related to the acquisition of instructional technology equipment for BOCES and 13 component districts as a mid-level service provider;
2. Maintains, and tracks all software renewals and hardware maintenance renewals for 13 school districts in areas such as: Antivirus, Email Archiving, Web Filtering, and more;
3. Interacts and functions as resource with component school district and internal staff in matters regarding acquisition of instructional technology;
4. Handles all telecommunications billing and budgeting;
5. Coordinates purchasing and renewals for NYSITCC and NYSDLCC and microcomputer repair (MCR) parts and service;
6. Receives, orders, and tracks all new hardware and software requests;
7. Obtains quotes from vendors for the purpose of instructional technology;
8. Work with districts regarding lease agreements, budget modifications, purchase orders, etc.;
9. Researches and makes recommendations regarding the acquisition of technology equipment;
10. Attends professional development trainings in the area of instructional technology;
11. Maintains database that tracks vendors, shipment, prices, deliveries, etc.;
12. Coordinates with shipping department regarding deliveries received.
13. May supervise other department staff and clerical workers;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of instructional media, telecommunications equipment and its practical application;  
Good knowledge of computational skills to verify charges, materials ordered;  
Good knowledge of standard office procedures such as purchasing, inventory control and maintenance of databases;

Ability to understand and follow oral and written directions;

Ability to handle administrative details;

Ability to deal with vendors and suppliers;

Ability to direct and oversee the work of others;

Ability to communicate effectively both orally and in writing;

Personal characteristics necessary to perform the duties of the position.

Physical condition commensurate with the demands of the position.

**SENIOR INSTRUCTIONAL TECHNOLOGY ACQUISITION SPECIALIST (Cont'd)**

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Bachelor Degree, AND one (1) year of responsible work experience in procurement of instructional technology;
- OR:            (B)     Associate Degree, AND three (3) years of responsible work experience as described in (A) above;
- OR:            (C)     Graduation from high school or possession of a high school equivalency diploma AND five (5) years of work experience as described in (A) above.
- OR:            (D)     An equivalent combination of education, training, and experience between the limits of (A), (B) and (C) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

ADOPTED:     7/22/2022