

INSTRUCTIONAL TECHNOLOGY ACQUISITION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position assisting in all areas related to the acquisition of instructional technology equipment, such as computers and peripherals. The incumbent will be responsible for receiving shipments and maintaining various databases related to purchases, as well as monitoring and ensuring the receipt of special and back ordered items. In addition, the incumbent performs technical tasks such as verifying the accuracy of cable lengths based on building blueprints and identifying any errors in configuration. This position functions under the general supervision of a higher level employee. Supervision of others is not normally a function of the class.

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. Prepares purchase orders and orders instructional technology equipment for school districts based upon contractor's design;
2. Reviews plans and diagrams to ensure that the proper equipment has been ordered;
3. Checks shipments against purchase orders and verifies accuracy;
4. Monitors special and back ordered items;
5. Maintains up-to-date database concerning vendors, equipment, and price listings;
6. Contacts vendors regarding shipments, instructional technology related equipment, supplies and parts;
7. Supplies quotes and estimates for various instructional related items;
8. Tags equipment received for insurance purposes;
9. Maintains computerized inventory records on district equipment.

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, material ordered and compute wire footage to be ordered;

Good knowledge of standard office procedures such as purchasing, inventory control and maintenance of databases;

Ability to read and interpret architectural drawings and blueprints;

Ability to understand and follow oral and written directions;

Ability to handle administrative details;

Ability to maintain neat and legible records;

Ability to deal with vendors and suppliers;

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized two-year college or technical institute with an Associate's Degree, AND one (1) year of responsible work experience in procurement;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma AND three (3) years of responsible work experience in procurement.

INSTRUCTIONAL TECHNOLOGY ACQUISITION SPECIALIST (Cont'd)

SPECIAL REQUIREMENT:

Candidates must indicate ability to read blueprints or architectural drawings; i.e., courses in drafting or work experience which included reading blueprints or architectural drawings.

DP0321

ADOPTED: 05/15/98

REVISED: 11/18/98