

TECHNOLOGY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chief Information Officer (CIO), the incumbent assists in the administration and direction of all Information Technology programs and policies. This includes systems development, telecommunications, networking, desktop technology, hardware, software, project management, vendor relationships, etc. Responsibility also involves the procurement approval of information technology hardware and software. Supervision is exercised over technology staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees all current technology operations including management of workstation/desktop support, internet connectivity and filtering, network architecture and security, IP telephone, equipment repair, audio visual needs, support for wireless and telecom infrastructure;
- Manages IT staffing, recruitment, supervision, scheduling, development, evaluation and disciplinary actions;
- Supervises the implementation of applications development and network infrastructure strategies at an enterprise, over multiple hardware and software platforms;
- Manages IT project phases including needs assessment, priority-setting and delivery of project results including resources, timelines, workload planning and budgets;
- Assists in the development of department budget and monitor expenditures;
- Oversees technology hardware and software need justifications, cost, technical requirements, specifications, procurement, licensing, maintenance, upgrades and inventorying;
- Coordinates hardware and software disposition as it becomes obsolete and inventory as new equipment is purchased;
- Maintains and implements technology plans, initiatives, and progress throughout the school community via news bulletins, electronic mail, presentations at district, building level staff and community meetings;
- Provides leadership in devising and implementing a common district hardware and software acquisition business rules;
- Directs the establishment and maintenance of essential records, reports and files;
- Provides strategic planning and oversight for external funding sources allocation;
- Participates in negotiation of contracts and service level agreements with outside technology vendors;
- Disseminates information to teachers, administrators and other appropriate district staff about emerging technologies, uses of computers in instruction and actual uses of technology in the district;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding and technical knowledge of current network and PC operating systems, hardware, protocols and standards;

- Thorough knowledge of IT strategic planning and development, project management, and policy development;
- Thorough knowledge of state of the art information and communication technology and concepts, including enterprise wide networking, distributed systems, relational database technology, open systems, local/wide area networking, personal computing applications, desktop computing, and telecommunications;
- Thorough knowledge of organizational management, public and business administration, and budgeting;
- Thorough knowledge of the principles and methods of project management and contract management;
- Thorough knowledge of sound financial and business practices as it relates to equipment and service acquisition, budgeting, funding, billing, and cost containment;
- Thorough knowledge of how to develop partnership agreements;
- Good knowledge of business theory, business processes, management, budgeting and business office operations;
- Excellent interpersonal, oral and written communication skills;
- Ability to apply IT in solving business problems;
- Ability to develop partnership agreements;
- Ability to negotiate with vendors, contractors, and others;
- Ability to work effectively with elected officials, executive, management, administrative and technical staff;
- Ability to supervise the work of subordinate personnel;
- Ability to establish and maintain effective working relationships with others;
- Ability to effectively communicate technical information in an easily understood manner;
- Ability to present ideas clearly and concisely, both orally and in writing;
- Strong leadership skills;
- Sound judgment; innovative; flexible; resourceful; initiative; tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) in Computer Science or Information Systems and four (4) years of experience in the operation of an information technology department of which two (2) years of must be in a supervisory or administrative role; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science or Information Systems and six (6) years of experience in the operation of an information technology department of which two (2) years of must be in a supervisory or administrative role; **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma, and eight (8) years of experience in the operation of an information technology department of which two (2) years of must be in a supervisory or administrative role; **OR**
- D. An equivalent combination of training and experience as indicated above.