

## ASSISTANT COMPUTER SYSTEMS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Computer Systems Manager, an incumbent of this position assists in the planning, design, development, implementation, maintenance and supervision of all non-instructional computer systems operations for a school district. An incumbent assists in the coordination of the work activities of the computer room and the daily, ongoing operations of the computer room and its equipment. This position involves contact/interaction with school administrators, teachers and other users of the computer systems regarding needs, applications, new programs, etc. Supervision is exercised over technical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the planning, design, development, implementation, maintenance and supervision of all non-instructional computer systems operations of the school district such as: payroll, accounting, revenue, census, student records, attendance, personnel, and student scheduling;

Maintains liaison with administrators and other staff in order to determine computing needs and to find solutions to resolve computing problems;

Assists in the scheduling of the work of the computer room and the computer itself;

Assists in the design, development and implementation of computer applications and systems technologies;

Assists in the design and maintenance of flow charts and written procedures for all computer applications;

Assists in the preparation of the annual budget for computer operations;

Assists in the training of appropriate staff members in the use of computer terminals;

Operates computer console, storage devices, printers and related computer equipment;

Evaluates systems regularly to ensure proper operation of the IT infrastructure and recommends changes/improvements, as necessary;

Acts as troubleshooter for the system; analyzes computer console errors, software errors and takes appropriate action; reports to supervisor as necessary;

Communicates with vendors and contacts contractors regarding preventive maintenance, repair work, and enhancements to the computer systems infrastructure;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation and use of a computer and its peripheral equipment; good knowledge of computer systems operations; good knowledge of computer systems design and installation; good knowledge of the standards for proper maintenance and repair of computer equipment; working knowledge of basic programming techniques; ability to plan, organize and schedule computer operations effectively and efficiently; ability to prepare oral and written reports; ability to organize and evaluate data; ability to prepare oral and written reports; ability to train subordinate personnel in a computer environment; ability to simplify technical terminology for training purposes; ability to deal effectively with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; initiative; resourceful; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of 60 college credits\* and five (5) years of experience where the primary function was the operation and maintenance of a computer system, including or supplemented by one (1) year of experience which must have included the evaluation, analyses or planning of automated data processing systems.

SUBSTITUTIONS: Satisfactory completion of an additional 30 credits\* may be substituted on a year for year basis for up to two (2) years of the general experience. A Bachelor's Degree\* in Information Technology, Computer Science, Computer Programming or a closely related field may be substituted for three (3) years of the general experience, and a Master's Degree\* in one of the aforementioned fields may be substituted for four (4) years of the general experience. There is no substitution for the one (1) year of specialized experience described above.

NOTE #1: Experience on a home personal computer may not be used as a substitute for the aforementioned experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts  
J. C.: Competitive  
MPM  
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Job Class Code: S736