

ASSISTANT DIRECTOR - ADMINISTRATIVE AND MANAGEMENT SERVICES
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Supervises personnel and operations within the Administrative and Management Services Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision of the Director-BOCES Lower Hudson Regional Information Center, appellant supervises department providing administrative computer services to school districts which includes financial and student services and microfilming. Position has direct supervisory responsibility over Manager-Student Services and Manager-Financial Services and indirect supervision over support staff (i.e., Customer Services Coordinator, Customer Service Representatives I and II).

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, supervises and directs the operations and personnel within the Administrative and Management Services department;

Develops department objectives;

Establishes, issues and enforces policies and standards for department;

Meets with department managers to assign and review status of existing projects;

Meets with school district Superintendents and administrative staff in BOCES service area to market BOCES applications and services, resolve problems related to services and assess the need for new services;

Assists with formulation of budget for department;

Conducts formal and informal presentations to BOCES personnel, school district administrators, SED technology staff, vendors and consultants;

Handles all personnel related functions involving recruitment, performance appraisals, and work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of financial and student recordkeeping software applications; thorough knowledge of the capabilities involved in the input and output of computerized data; good oral and written communication skills; administrative and supervisory skills; ability to prepare written materials and reports; ability to lead discussions and make formal presentations; ability to plan, supervise and coordinate the work of others; ability to establish and maintain effective working relationships with school district administrators, officials, BOCES staff; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree in Computer Science or Management Information Systems or related field and four years of experience in data processing management, including two years in a supervisory capacity; or (b) eight years experience as described in (a) including the two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.

BOCES #2 Lower Hudson
Regional Information Center
J. C.: Competitive
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Job Class Code: S662