

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

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision of the Executive Director - Lower Hudson Regional Information Center, an incumbent of this position supervises personnel and operations within the Administrative and Management Services Department. The incumbent provides administrative computer services to school districts which includes financial and student services. Position has direct supervisory responsibility over the Manager-Regional Information Center, Manager - PC Network Support, and Project Managers and indirect supervision over support staff (i.e., Customer Services Coordinator, Customer Service Representatives I and II). Does related work as required.

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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Computer Science, Management Information Systems or closely related field and seven (7) years of work experience where the primary function of the position was data processing management, project management, or management of computerized student and/or financial record keeping systems, including two (2) years in a supervisory capacity.

SUBSTITUTION: A Master's degree* in Computer Science, Management Information Systems or a closely related field may substitute for one (1) year of work experience as described above. There is no substitution for the two (2) years of supervisory experience.

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