

ASSISTANT DIRECTOR-LOWER HUDSON REGIONAL INFORMATION CENTER  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Plans, supervises and evaluates all functions, staff and operations of the internal departments of the BOCES Lower Hudson Regional Information Center (LHRIC); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, an incumbent in this class works with the Director of the BOCES Lower Hudson Regional Information Center (LHRIC), and his/her management team, to determine priorities for the LHRIC. Position also supervises, sets objectives and evaluates department personnel at the manager level. In addition, the incumbent meets with subscribing school district personnel to discuss services and resolve problems, as well as market departmental services and projects. Incumbent is authorized to act on the behalf of the Director in his/her absence. Direct supervision is exercised over department managers, and indirect supervision is exercised over department personnel.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates all activities of internal departments within the LHRIC, and acts on behalf of the Director in his or her absence;

In coordination with the BOCES Department of Human Resources, manages all personnel related functions involving recruitment, performance appraisals, and work assignments, and makes recommendations to Director for the appointment of personnel;

Participates in budget formulation and provides final budget input to Director for all personnel and supplies for internal LHRIC departments;

Evaluates all personnel at the manager level within internal LHRIC departments;

Works with the Director to establish and enforce LHRIC standard operating procedures;

Enforces BOCES policies;

Reviews department operations and recommends cost effective organization of departments;

Reports to the Director on the progress of each project in accordance with the goals and objectives of the LHRIC;

Works with management team to provide Director with all relevant data necessary for the development of annual and long range plans;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Works with management team to insure provision of training to develop all personnel within internal departments;

Directs and reviews project feasibility studies;

Represents, alone and also in conjunction with internal department managers, the LHRIC on all technical and educational technology matters, both internally and externally;

Facilitates the involvement of user district representatives in the annual 793 Plan development;

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

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 technology's application to the educational and administrative environment; thorough knowledge of organizational structure and its relation to workflow; thorough knowledge of a variety of Information Technology environments (PC, Mid-range, Telecommunications, Networking, etc.); ability to plan; supervise and coordinate the work of others; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing and database software; ability to communicate effectively both orally and in writing; ability to lead discussions and make formal presentations; ability to establish and maintain effective working relationships with school district administrators, officials and BOCES staff; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelor's Degree\* and seven years of experience in which the primary function was either customer account management, project management or systems management in a data processing environment, preferably focused on educational technology including two (2) years in an administrative/supervisory capacity; or (b) a Master's Degree\* in Public Administration or Business Administration and five years of experience as described in (a), including the two years in an administrative/supervisory capacity; or (c) nine years experience as described in (a) including the two years of administrative/supervisory experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Substitutions: College credits may be substituted for experience at the rate of 30 credits per year of experience. There is no substitution for the administrative/supervisory experience.

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

NOTES: Systems management is defined as including the following responsibilities: interviews district (client), develops proposals, develops implementation schedule, implements pilot test of system, develops user training, ensures that system becomes fully operational and the management of a RIC department.

Project Manager (also known as a project leader) is defined as someone who has responsibility for the enforcement of a project's goal. Project Management is defined as "a specific assignment that has a beginning and an end date, in which technical assistance, direction, planning and scheduling would be provided to a team to the successful completion of a project."

**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.