

ASSISTANT DIRECTOR - TECHNICAL OPERATIONS
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Plans, supervises and evaluates all functions of the Operations, Applications Programming, Systems Programming and Technical Services Departments of the Lower Hudson Regional Information Center (RIC); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under administrative supervision, an incumbent in this class works with the Director and other Assistant Directors to determine priorities for RIC. Position also supervises, sets objectives and evaluates department personnel at the manager level. In addition, the incumbent meets with user school district personnel to discuss services and resolve problems. Position is responsible for long term planning for both hardware and software requirements. 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 the four departments within the Technical Operations Division of RIC;

Participates in the development and implementation of RIC data processing policies;

Confers with representatives of user school districts to determine possible efficient application of electronic data processing to their operations;

Interfaces with the Systems, Operations, Control and Instructional departments on a daily basis, for the purpose of solving interrelated technical problems and planning future activities;

Provides final budget input for all personnel and supplies for the four departments;

Evaluates all personnel at the manager level within the four departments;

Reviews department operations and recommends cost effective organization of departments within Technical Operations;

Reports periodically to the Director on the progress of each project in accordance with the goals and objectives of the Regional Information Center;

Provides Director with all relevant data necessary for the development of annual and long range plans;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Recommends to Director the appointment of personnel in the four departments;

Works with managers to insure provision of training to develop all personnel within the four departments;

Directs and reviews project feasibility studies;

Meets with vendors and discusses proposals for new equipment and reviews studies of proposed new equipment;

Represents, alone and also in conjunction with department managers, the Center on all technical matters, both internally and externally.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated and manual procedures and requirements; thorough knowledge of the requirements of computer programming, operations, applications and day-to-day administration; thorough knowledge of organizational structure and its relation to work flow; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; initiative; tact; resourcefulness; sound judgment; physical condition commensurate with the demands 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 recognized college or university with a Bachelor's Degree and 7 years work experience in the management of a computer or data processing center including two (2) years in an administrative/supervisory capacity; or (b) completion of two (2) years of post high school education and 9 years work experience as specified above including the 2 years in a supervisory capacity; or (c) 11 years work experience as specified above including the 2 years in a supervisory capacity; or (d) 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.