ASSISTANT DIRECTOR FINANCIAL SERVICES AND OPERATIONS
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Responsible for all data processing activities including computer operations, financial applications and telecommunication activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of the Lower Hudson Regional Information Center, responsible for data processing operations including computer operation and operation support; telecommunication activities include planning, designing, installing and maintaining on-line data communications networks in support of data systems and projects. Supervision is a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all production aspects of the Lower Hudson Regional Information Center;

Establishes schedules and workflow for control and machine room personnel;

Prepares budget input for personnel, equipment and supplies for all aspects of operations, ensuring cost effectiveness of same;

Develops and maintains production codes to facilitate budget input for needed materials for operations;

Gives written as well as verbal reports to the Director on the progress of Operations relative to the annual plan and goals and objectives of the Computer Center;

Recommends to the Director, the appointing of all operations personnel;

Analyzes and recommends potential alterations in physical layouts to accommodate new computer hardware;

Formulates budgeting and long-range planning concerning telecommunications projects;

Interfaces with users, systems and customer services to coordinate telecommunications software, hardware and systems capabilities;

Meets with management staff of various departments to foster cooperation and develop programs;

Assigns personnel to different projects;

Reviews and evaluates all personnel in the machine and control areas and Telecommunications unit of the Information Center.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of computer use and operation and peripheral equipment; thorough knowledge of computer systems operations; good knowledge of the components, operations and repair of telecommunication equipment; ability to plan, organize and schedule computer operations; ability to establish and maintain effective working relationships with associates and subordinates; ability to plan, supervise and coordinate the work of others; 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 recognized college or university with a Bachelor's Degree in and 5 years work experience in the operations of a computer or data processing center including 2 years in a supervisory capacity; or (b) completion of two (2) years of post high school education and 7 years work experience as specified above including the 2 years in a supervisory capacity; or (c) 9 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: Successful completion of a course in COBOL or 15 weeks work experience with COBOL must be demonstrated by candidates.

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   Job Class Code: S845
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