

COMMUNICATION SERVICES COORDINATOR

GENERAL STATEMENT OF DUTIES: Oversees all computer, telephone, cable television and ancillary office equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a high level Administrator, this position is responsible for all office support services and communication operations which include computer hardware selection and installation, telephone system maintenance, cable television, internet access and maintenance of the web site and copier/printer technical support. An incumbent of this position is responsible for making recommendations regarding the purchasing of equipment and supplies to support the communication services used by the district. Training district staff in the use of the various systems (i.e. computer, telephone, cable television) would be a responsibility of this position. Position serves liaison role to outside vendors, consultants, community and staff.

EXAMPLES OF WORK: (Illustrative Only)

COMPUTER OPERATIONS:

Researches and recommends all hardware and software purchases;
Installs and maintains hardware and software;
Troubleshoots networks and peripheral equipment;
Distinguishes between hardware and software problems;
Generates and analyzes computer usage reports;
Proposes and manages technology repair budget;
Oversees the implementation of the district technology plan;
Trains district personnel in the usage of new equipment and hardware/software programs;
Trains personnel in internet access;
Maintains and updates district web site;

TELEPHONE SYSTEM:

Provides the day-to-day maintenance of the district telephone system;
Troubleshoots telephone network;
Programs telephone system features and account codes;
Trains staff in the use of telephone system;

CABLE TELEVISION:

Serves as liaison with the community cable television company and/or Board members;
Assists staff with set-up/operation of video taping equipment;
Provides technical support and troubleshoots;

COPIERS/PRINTERS:

Troubleshoots equipment problems;
Oversees budget for contractual service and supplies;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

OTHER::

Maintains inventory of supplies and equipment for on site repairs;
Purchases personal computers as needed to standardize equipment;
Serves on the district's Technology Committee/Commission;
Attends workshops and seminars to maintain current knowledge of new trends and techniques for office automation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personal computers and peripheral equipment; good knowledge of local area networks; knowledge of data communications and cable equipment; ability to plan and perform technical work relative to local networks; ability to think logically; ability to work effectively with community and district personnel, vendors, and subcontractors; ability to communicate effectively, both orally and in writing; sound judgement; 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 (a) four years of work experience, two years of which included the repair and maintenance of office equipment; i.e. personal computer, peripheral equipment, or (b) Associate's Degree and two years of work experience which includes the repair and maintenance of office equipment; i.e. personal computer, peripheral equipment, or (c) Sixty credits towards a Bachelor's Degree and two years of work experience which includes the repair and maintenance of office equipment; i.e. personal computer, peripheral equipment, 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.

Rye # 5 - Blind Brook.
Village of Rye Brook
J. C.: Competitive

Job Class Code: S753
0753

