

COMPUTER SYSTEMS MANAGER

GENERAL STATEMENT OF DUTIES: Plans, develops and directs the computer systems operations of the school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Assistant Superintendent for Business or other higher level administrator, the incumbent of this position is responsible for the overall planning, development, maintenance and supervision of all non-instructional computer systems for the school district. This position involves considerable contact/interaction with school administrators, teachers and other users of the system regarding needs, applications, new programs, etc. Supervision is exercised over computer-related personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and supervises the non-instructional computer systems operations of the school district such as, but not necessarily limited to: payroll, accounting, revenue, census, student records, attendance, personnel, student scheduling;

Maintains liaison with administrators and other supervisors in order to determine computing needs and to resolve computing problems;

Provides consultant services to staff who indicate a need, interest or desire to develop computer applications;

Schedules the work of the computer room and the computer itself;

Designs or assists staff in the design, development and implementation of computer applications;

Designs and maintains flow charts and written procedures for all computer applications;

Prepares and submits for approval the annual budget for computer operations, including equipment, supplies, personnel, training and related costs;

Trains appropriate staff members in the use of computer terminals;

Evaluates systems regularly and recommends changes/improvements, as necessary;

Acts as troubleshooter for the system; analyzes computer console errors, software errors and takes appropriate action;

Attends monthly business meetings of the Board of Education and other meetings, as requested.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

Performs other related duties as may be requested by immediate supervisor or Superintendent of Schools.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation and use of a computer and its peripheral equipment; thorough knowledge of computer systems operations; good knowledge of the standards for the proper maintenance and repair of computer equipment; working knowledge of basic programming techniques; ability to plan, organize and schedule computer operations effectively and efficiently; ability to organize and evaluate data; ability to prepare oral and written reports; ability to train and evaluate subordinate personnel in a computer environment; ability to deal effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; initiative; resourcefulness; tact; 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) a Bachelor's degree from a recognized college or university and four years of experience where the primary responsibilities involved the operation of a computer system, one year of which must have included the evaluation, analyses and planning of electronic data processing systems; (b) completion of two years of post-high school education and six years of experience as specified above, including the one year of specialized experience; or (c) 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.