

CONTROL OPERATIONS SUPERVISOR - OFFICE MANAGEMENT
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Monitors and coordinates management reporting activities including budget processing, coser processing, state and local reports, equipment inventories and district billing; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of Director of BOCES Lower Hudson Regional Information Center, assigns office clerical staff to projects and directs their activities; reviews and evaluates their work; consults with personnel in other data processing sections; coordinates and compiles comprehensive reports for varieties of distribution. Supervision is exercised over several office clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and monitors the budget process of the Regional Information Center on a daily basis; includes revenues, expenditures, purchase orders, contracts and special request billing;

Monitors coser process, assures coordination between budgets cosers and contracts;

Monitors process for all scheduled reports, evaluations and plans required by central administration, the State Education Department, and other agencies (Chapter 793, Annual Report, Board Agenda);

Assists in analysis of all proposed and actual Regional Information Center projects, i.e., equipment and personnel costs;

Maintains and updates all Regional Information Center records pertaining to technical matters, including hardware and software inventories;

Supervises organization and coordination of data required for monthly Superintendent's report;

Assists in preparation of operational cost estimates for current and proposed Regional Information Center projects;

Monitors and evaluates all bids and bidding process;

Maintains and monitors all Regional Computer Center internal records, i.e., personnel data, salary reports, performance plans.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office management procedures; thorough knowledge of the principles and practices of supervision; ability to develop and maintain effective working relationships with others; resourcefulness; initiative; tact; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business and five years of office experience, two of which must have been at the supervisory level; (b) graduation from a standard high school course or possession of a high school equivalency diploma and seven years of office experience, two of which must have been at the supervisory level; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

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.