

DIRECTOR - LOWER HUDSON REGIONAL INFORMATION CENTER

GENERAL STATEMENT OF DUTIES: Plans, organizes, controls and provides leadership for all the activities of the Regional Information Center (RIC) of BOCES Southern Westchester; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Assistant Superintendent for Business Affairs, this position fulfills the role of general manager due to the unique status of RIC within BOCES. This division competes with the private sector for customers for its products and services. Therefore, this position is required to have a strong sense of market and industry forces. In order to keep costs competitive through increased participation, this position must create and introduce new products/services for its existing client base as well as develop new markets, i.e., municipal customers. Position serves three BOCES (Westchester, Rockland and Putnam) and reports operationally to them and the New York State Department of Education.

EXAMPLES OF WORK: (Illustrative Only)

Provides efficient and secure computer systems and services to meet all BOCES (component and non-component) and State Education Department (SED) needs;

Assesses proposed systems and recommends appropriate action;

Reviews requests for additional information processing services and identifies impacts on current and planned resources;

Develops plans and budgets for the information processing activity;

Applies cost/benefit analysis methods to current and proposed applications, hardware and software configurations, organization structuring, and personnel management;

Analyzes resources utilization and initiates programs for improvement;

Evaluates new technical developments in view of organization plans, objectives and market changes;

Measures and evaluates performance of personnel, equipment and systems;

Reports to SED and local management on progress in information processing development projects, resource utilization, budgets and production performance;

Interacts with external job contacts, other managers and school administrators within the region; vendor representatives; data processing managers and executives outside of BOCES; SED officials and external auditors.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough understanding and responsiveness to the information needs of user school districts municipal governments and the SED; thorough knowledge of the current principles, practices, methods and trends of data processing, communication and management information methods; thorough knowledge of the capabilities, application and operation of all types of data processing, data transmissions and related equipment in mainframe and client/server environments; thorough knowledge of the principles and practices of systems analysis, organization and management analysis, budgeting, accounting, statistical analysis, project control; thorough knowledge of how technology impacts education vis a vis, computer aided instruction, curriculum development, multi-media, distance learning, home access, local and wide area networking, etc. ability to plan, organize information processing needs of BOCES and component and non-component school districts and review the products and service offerings of a diverse and highly technical market place; ability to present ideas clearly and concisely, both orally and in writing; sound judgment; resourcefulness; initiative; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree and either (a) eight years of administrative/supervisory experience, five of which must have included the development of management information systems and the application thereto of electronic data processing equipment; or (b) a Master's Degree in Public Administration or Business Administration and seven years experience as stated in (a) which must have included the five years 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.