

## MANAGER – REGIONAL INFORMATION CENTER (BOCES #2)\*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Director – Administrative and Management Services, the incumbent of this class is responsible for the development of procedures for effective utilization of computerized student and/or financial information systems by the establishment of intercommunications between the BOCES Lower Hudson Regional Information Center and member school districts to facilitate the various aspects of student and/or financial applications (i.e.; grade reporting, class scheduling, attendance, payroll, accounting systems, etc.). The primary function of the position is in the use and function of the specific data applications of the system and how it can be used to meet the current and future needs of the user. This position is distinct from the programming, analytical or technical support classifications in that the incumbent is not involved in the development, design, or language of the computer system. Responsibilities may vary depending upon departmental assignment within the Regional Information Center. Position has supervisory responsibility over a number of support positions (i.e.; Customer Service Coordinators, Staff Assistant/Regional Information Center, and Customer Service Representatives). Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and directs operations and personnel of the Student Services or Financial Services Unit;

Establishes issues and enforces policies and standards for the Student Services or Financial Services Unit;

Oversees coordination for development of procedures and schedules for the efficient flow of work;

Confers and works closely with BOCES programming, systems and operations staff regarding computer applications and uses, information needs, operational problems and service requirements, and to assess current data applications and enhancements;

Analyzes and coordinates unit activities with data processing demands of users;

Confirms vendor district is adapting software to new state requirements for reporting purposes;

Liaison to New York State regarding reporting requirements on behalf of the district;

Reviews requests for additional data processing services and identifies impact on current and planned resources;

Recruits,selects,assigns and trains support personnel;

Develops written guidelines for school district users, in relation to modifications of student or financial services software;

Establishes and provides programs for end user training in financial or student services applications;

Makes recommendations regarding unit budget;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the use, function and potential of computerized student and/or financial record keeping services in an educational environment; good knowledge of the capabilities involved in the input and output of computerized data; good knowledge of computers and related data processing and database systems; good oral and written communication skills; administrative and supervisory ability; ability to prepare written materials and reports; ability to gather and analyze information and draw logical conclusions; ability to train user personnel in the operation and application of new, modified or expanded procedures of a computerized student and/or financial record keeping system; ability to lead discussions and make formal presentations; ability to establish and maintain effective working relationships with school district personnel and Regional Information Center staff; ability to think creatively and logically; tact; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of high school equivalency diploma and seven (7) years experience where the primary function of the position was in data processing management, project management, or computerized student and/or financial record keeping systems including two (2) years in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of thirty (30) college credits towards a Bachelor's degree\* may be substituted on a year for year basis for up to four (4) years of the general work experience described above. A Bachelor's Degree\* in Computer Science, Information Technology or a closely related field may substitute for an additional year of the general work experience. There is no substitution for the two (2) years of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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  
CSB1

Job Class Code: S411

\*Formerly Manager – Financial Services and Manager – Student Services (BOCES #2)