

OFFICE SUPERVISOR AND DATA SUPPORT ADMINISTRATOR
(BOCES#2)

GENERAL STATEMENT OF DUTIES: Coordinates and manages student and staff data including budget processing, Cooperative Services (CoSer) processing, state and local reporting, equipment inventory and district billing and supervises the staff involved in such activities; does related work as required.

DISTINGUISHING FEATURES: Under the general supervision of the Director, the incumbent of this position has overall responsibility for the management and support of all automated data for the School Center. The incumbent plans, directs, and coordinates the maintenance and reporting of all student and staff data. The work involves the development and implementation of procedures to insure the accuracy and relevancy of information input into the computerized system. The incumbent trains and supervises appropriate personnel in the collection, analysis and reporting of data, i.e. Guidance Counselors, Social Workers, Therapist, clerical support staff, etc. for the timely provision of student services and reimbursement from state and federal agencies. In addition, the incumbent assists in the development, interpretation, communication and implementation of practices and procedures related to human resources, grievance procedures, employee training, interviewing, etc. Supervision is exercised over office clerical and support staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops and/or participates in the development, interpretation and communication of policies, procedures and standards as they relate to the School Center, taking into consideration technical, fiscal and staffing resources;

Responsible for the management and support of the computerized database of: IEP's, staffing, billing, consultants, guidance and data warehouse;

Participates in the development, interpretation, communication and implementation of practices and procedures of the School Center related to human resources including grievance procedures, employee training, the interview process, and data collection for contract negotiations;

Monitors CoSer process and related services including coordination of billing and contracts in conjunction with the accountant of the School Center;

Maintains and monitors all internal records of the School Center including: student enrollment, budget allocation, staffing, standardized testing, report cards, progress reports, etc.;

Trains Teachers, Principals, Guidance Counselors, Therapists in the use of the database system to ensure the timely provision of services and programs;

Assists Director in the preparation and submission of all state mandated reports in compliance with required guidelines and deadlines;

EXAMPLES OF WORK (Illustrative Only) (Continued)

Produces and submits reports to the State Education Department and State, Federal and local agencies in compliance with required guidelines and deadlines;

Oversees the daily work flow of the School Center's clerical staff ensuring that all duties and responsibilities are fulfilled;

Acts as liaison for the Director, as needed, in order to maintain the normal operating procedures/activities of the School Center;

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 office management procedures; good knowledge of the principles and practices of supervision; good knowledge of database applications for computers in a workstation, end user environment; good knowledge of the application of technical software to produce specialized reports; ability to define reporting requirements and to collaborate in the generation of reports from the database; ability to design advanced queries for the purpose of user defined reporting requirements and to collaborate in the generation of reports from various databases; ability to plan, coordinate, direct and delegate effectively; ability to understand complex oral and written technical instructions and interpret for general staff; ability to communicate effectively with instructional, administrative, technical and support staff; ability to train and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to develop and maintain effective working relationships; resourcefulness; initiative; tact; sound judgment; physical condition commensurate with 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* and five years of office experience, two of which must have been at the supervisory level, including or supplemented by three years of data support administration**; or (b) an Associate's Degree* in Business Administration, Office Technology, Information Systems or closely related field and five years of office experience, two of which must have been at the supervisory level, including or supplemented by three years of data support administration**; or (c) seven years of office experience, two of which must have been at the supervisory level, including or supplemented by three years of data support administration**; or (d) a satisfactory equivalent combination of training and experience as defined above.

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

**Special Note: Data support administration is defined as extracting information from various databases, comprehending the relational concepts between various software packages, to produce reports.