

ONLINE APPLICATION SYSTEM COORDINATOR
(BOCES #1)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent, an incumbent of this position coordinates, supports and maintains BOCES on-line regional recruiting service, the Online Application System (OLAS) for Educators. An incumbent has frequent contact with BOCES administrators, program participants, colleges, programmers and the public regarding the operation and use of OLAS. An incumbent supports school district users posting vacancies and contacts users regarding problems; reviews all information for accuracy prior to entering information on the BOCES web page; helps candidates to post their resumes and target the districts to which they want to apply. An incumbent provides training to participating school districts for optimum use of the program. Supervision over clerical staff may be a responsibility of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides technical telephone and email support to OLAS candidates to assist them in completing the online application and in targeting their search for employment;

Provides technical telephone and email support for school district personnel using OLAS to assist them in posting job vacancies and retrieving applications of qualified candidates;

Reviews, edits and prepares school district job advertisements prior to posting on OLAS to ensure system integrity and ease of use for end users;

Links postings to colleges, state education website, Monster or other web based services, for state-wide recruitment purposes;

Monitors and troubleshoots system for operational status; reports system problems that are not easily remedied to Information Technology Department;

Assists Information Technology Department when OLAS enhancements are rolled out by systems testing, creating or updating user guides, preparing written communications to users regarding new system features, and collecting feedback;

Assists in formatting, reviewing, and distributing OLAS communications i.e. brochures, mailing list emails, postcards, etc.;

Maintains database with district contact information, user names and passwords; maintains record of candidates for withdrawal or renewal of applications;

Maintains reports and statistics for archiving and performs analysis of OLAS and competitor consumer participation including usage, vacancy postings, applications submitted, trends in positions etc.

Completes documentation tracking, processing, and billing for programs and services, including OLAS;

Responds to requests for information and provides data reports to customers;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Conducts on-site training to school district personnel and issues notifications of training schedules;

Represents BOCES at job fairs, providing information and marketing the OLAS for Educators system to potential users;

Provides assistance with OLAS webinars and user group meetings by preparing and distributing meeting materials and note taking;

Provides input to and perform analysis for the Assistant Superintendent regarding the relevant aspects of the budget;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May assign and review the work of subordinates and instruct new employees in the work of the office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of computer operations relative to databases; good knowledge of modern office methods in the preparation and maintenance of records; good knowledge in the application of system software to enable efficient processing and analysis of data and to produce specialized reports; good analytical skills; ability to identify and resolve user problems over the phone; ability to utilize the internet and web-based applications; ability to compile data and prepare reports; ability to communicate effectively, both orally and in writing; ability to oversee and assign work to subordinate staff; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; strong interpersonal skills; sound judgment; initiative; accuracy; 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 four (4) years of office work experience which must have included using automated systems to produce correspondence, spreadsheets, forms, reports or other documents and/or in the maintenance of a database system i.e. editing, deleting, auditing information in a database to maintain records or generate reports.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to three (3) years of the work experience described above.

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 Education Department 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.