

ASSISTANT COMPUTER SYSTEMS MANAGER

GENERAL STATEMENT OF DUTIES: Assists in the planning, development and maintenance of computer systems operations of a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Computer Systems Manager, assists in the design, development and implementation of computer systems in a school district. Incumbent assists in the coordination of the work activities of the computer room and is responsible for the daily, ongoing operations of the computer room and its equipment.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the design, development and implementation of computer systems operations;

Assists in the scheduling of the use of the computer;

Assists in the design and maintenance of flow charts and written procedures for all computer applications;

Enters data at computer terminals;

Assists in the training of appropriate staff members in the use of computer terminals;

Operates computer console, storage devices, printers and related computer equipment;

Communicates with vendors and contacts contractors regarding preventive maintenance and repair work;

May perform basic programming activities, as needed;

Performs related duties, as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of a computer and its peripheral equipment; good knowledge of computer systems operations; working knowledge of basic programming techniques; working knowledge of the standards for proper maintenance and repair of computer equipment; ability to plan, organize and schedule efficient use of the computer; ability to organize and evaluate data; ability to train subordinate personnel in the operation of computer terminals; ability to deal effectively with others; good judgment; initiative; resourcefulness; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or possession of a high school equivalency diploma and either (a) a Bachelor's degree from a recognized college or university and two years of experience in the operation of a computer system, one year of which must have included the analysis and planning of electronic data processing systems; or (b) completion of two years of post high school education and four years of experience as specified above, including the one year 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.