



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Director of Technology**
Jurisdictional Class: Competitive
Civil Division: County School Districts
Adoption: CSM 4/13/16
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The Technology Coordinator is responsible for the administration of the school district's computer technology plan, acquisitions of computer hardware and software applications, and supports the integration of computer technology into the classroom. The incumbent would report directly to the Superintendent of Schools. Supervision is exercised over a small number of technical or clerical employees as assigned.

Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervision of subordinate personnel;

Provides direction training and assistance to maintain operational effectiveness of department;

Instructs new and existing staff regarding the use of computer equipment and software;

Keeps updated as to the issues of compliance with laws and regulations where such issues could adversely affect the education of the district's students in computer education and library media areas;

Assists the business office with regard to financial impact and cost analysis for all matters related to the computer technology within the school district;

Maintains and disseminates information of technology grants and grant sources;

Maintains communication with national, state, and local educational technology organizations;

Researches and provides recommendations for emerging technologies;

Evaluates and recommends acquisition of computer hardware and software to meet automation needs of the district;

May develop and implement computer usage, internet, and email policies;

Coordinates communication and technology resources in conjunction with local and state agencies, BOCES, schools and colleges to develop opportunities to share and enhance instructional initiatives;

Advises administration and governing boards on changes in technology;

Recommends policies and regulation for computer purchases, use and applications;

Acts as Network Administrator that would include network maintenance and server management;

Responsible for the operation and update of the district's network system;

Coordinates efforts to address relevant compatibility issues for computer utilization;

Management and oversight of technology assets such as computer systems, voice and data communication networks, software and peripheral devices;

Develops, coordinates, and support programs, events, projects, and activities as directed by district committees and/or the Superintendent;

Provides accessible central point of reference for communication and information pertaining to school district computer functions;

May be responsible for all computer installation and repair as well as installation of software;

TYPICAL WORK ACTIVITIES: (Illustrative Only) continued

Acts as a liaison between organization and technology providers/vendors in both procurement and problem resolution;
Acts as project manager for the procurement and installation of technology projects;
Established procedures, routines and controls to ensure availability of all technology resources as needed;
Provides expertise and assistance to the district staff;
Maintains records on machine performance and contacts appropriate technical personnel in the event of machine or software malfunction;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of IT systems and software including: computer servers, local and wide area networks, communication equipment for voice and data, centralized hosted services, web access and information management;
Ability to use considerable initiative and independent judgement in implementing and maintaining functional, efficient and cost effective technology solutions that support the educational and administrative goals of the organization;
Self-motivated and well organized;
Ability to supervise staff, meet deadlines, establish priorities and mitigate support concerns;
Good knowledge of network operating systems, e.g., UNIX, Novell, Windows, etc.;
Good technical ability with and knowledge of computer networks and network servers, as well as the ability to assimilate network technologies;
Good knowledge of application of various types of microcomputer equipment to accounting, statistical and database management problems;
Working knowledge of office terminology, practices and procedures;
Ability to install and use purchased software;
Ability to follow oral and written instructions;
Ability to prepare written program and operation documentation

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in computer science, computer information systems or a closely related field, AND two years of full-time paid experience in a network environment; **OR**
- B. Graduation from a regionally accredited or New York State registered two-years of college with an Associate's Degree in computer science, computer information systems or a closely related field, AND four years of full-time paid experience in a network environment; **OR**
- C. Graduation from High School or equivalent AND six years of full-time paid experience in a network environment; **OR**
- D. Any equivalent combination of training and experience as described in the limits of (A), (B), or (C) above.

NOTE: Professional experience must have been attained after degree was received. Professional experience requires specialized and theoretical knowledge usually acquired through college education or through that experience and other training which provides comparable knowledge. "Professional" experience in general involves independence of action and personal responsibility for actions. The experience cannot be credited as professional if performed prior to obtaining the required degree.