



CAYUGA



CIVIL SERVICE

An Equal Opportunity - Affirmative Action Employer

COUNTY



F:\Civil\Jobsp Technology
Coordinator

TITLE:	TECHNOLOGY COORDINATOR
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	SCHOOLS
ADOPTION: CSM	03/21/01
REVISED: CSM	02/13/02, 04/11/07

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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides accessible central point of reference for communication and information pertaining to school district computer functions;
- Evaluates and recommends acquisition of computer hardware and software to meet automation needs of district;
- Responsible for the operation and update of the district’s network system;
- Supervises technical and other subordinate staff in conducting work on computers and computer network;
- Maintains records on machine performance and contacts appropriate technical personnel in the event of machine or software malfunction;
- Keeps informed on new developments in computer hardware and software and reviews publications and specifications;
- 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;
- Provides expertise and assistance to the district staff;
- Instructs new and existing staff regarding the use of computer equipment and software;
- Maintains communication with national, state, and local educational technology organizations;
- Coordinates efforts to address relevant compatibility issues for computer utilization;
- May act as Network Administrator that would include network maintenance and server management;
- May be responsible for all computer installation and repair as well as installation of software;
- Maintains and disseminates information of technology grants and grant sources;
- Develops, coordinates, and supports programs, events, projects, and activities as directed by district committees and/or the Superintendent;
- May develop and implement computer usage, internet, and email policies;
- May train subordinates;
- Assists the business office with regard to financial impact and cost analysis for all matters related to the computer technology within the school district;
- Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of principles, techniques, and concepts of microcomputer use and operation;
Good technical knowledge of local and wide area networks;
Good knowledge of network protocols and management systems;
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;
Working knowledge of design of current microcomputer equipment;
Ability to advise, supervise, and train others in microcomputer operation and software applications;
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, electrical technologies, information resource management, or 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-year college with an Associate's Degree in computer science, computer information systems, electrical technologies or 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.