

DIRECTOR OF INFORMATIONAL AND INSTRUCTIONAL TECH. Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science, Data Processing or closely related field AND three years full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR
- (b) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in Computer Science, Data Processing or closely related field AND five years full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR
- (c) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Computer Science, Data Processing or closely related field AND seven years full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR
- (d) Possession of a high school diploma or equivalency diploma and nine years of full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR
- (e) Any equivalent experience combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and technical position with Responsibility for the direction and Coordination of work involving networking, system integration and maintenance of related hardware and software. The work includes the study of various problems, kinds of information sources, flow of information, adaptation of information for computer use and the information output. Considerable leeway is allowed for the planning and implementing of work methods and procedures with commensurate responsibility for technical results. The incumbent in this title may supervise Microcomputer Specialists Network Specialists and other employees as necessary. The work is preformed under the general direction of the Superintendent. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

Oversees and establishes procedures for all network, computer and related technology for the Newfield Central School District; Provides short and long range technical planning for networking systems; Understands infrastructure, hardware and software components; Supervises and coordinates the work of Microcomputer and/or Network Specialists; Works with administrators and faculty to develop and implement professional development opportunities to link technology with classroom instruction; Ability to research, prepare and recommend the development of technology into all aspects of the Teaching and learning process; Processes grant proposals for the district in the area of technology, e.g. e-rate, distance learning, etc. Serves as a District representative on technology committees at BOCES, County or district levels; Leads and coordinates the Newfield Technology Task Force which is comprised of community and Central School District representatives; Coordinates and advises the School District on purchases of network hardware and software.

FULL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computer programming and the capabilities and Use of data processing equipment; Ability to learn new technology; Ability to establish and maintain effective working relationships with administrators

and teachers of the district; Ability to plan and supervise the work of others; Analytical reasoning ability; Resourcefulness, dependability, good judgement; and Physical condition commensurate with the demands of the position.