

TECHNOLOGY AND TRANSPORTATION COORDINATOR Tompkins County

Department: School-Groton Central

Classification: Competitive

Labor Grade: 0

Approved: 0

By: AF Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in computer science or a closely related field **AND** one year full-time paid (or the equivalent part-time and/or volunteer) experience with a variety of microcomputer hardware and software.

(B) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in computer science or a closely related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience with a variety of microcomputer hardware and software.

(C) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time (or the equivalent part-time and/or volunteer) experience with a variety of microcomputer hardware and software.

(D) Any equivalent combination of training and experience as described on (A), (B), and (C) above.

NOTE: Degrees or experience in word processing do not qualify in (A) and (B).

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

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for analysis and coordination of the district's technology program and transportation system. The incumbent provides technical support to users of the district-wide computer system, assists with staff training and program development in this area. The work is performed under the general supervision of the Superintendent with wide latitude allowed for the exercise of independent judgment in the performance of duties.

TYPICAL WORK ACTIVITIES:

- Researches, recommends and implements programs designed to enhance the Transportation Department's efficiency;
- Researches various computer related subjects and makes recommendations to the District Technology Committee;
- Develops a budget for the District Technology Program in cooperation with the Business Manager;
- Develops appropriate computer programs for the use of the transportation department;
- Must become familiar with and aware of the capabilities and limitations of the district-wide computer system;
- Coordinates the district process for access to the Internet;
- Coordinates and oversees hardware and software purchasing and inventory;
- Coordinates all school policy, procedures and protocol relating to computers;
- Performs set-up and installation of hardware and software;
- Tests systems for proper connections and installation;
- Communicates with vendors and other technical support personnel to aid in the resolution of problems regarding computer hardware and software;
- Provides training to employees in the use of various computer hardware and software;
- Provides technical support to the administrative and instructional users of the school's computer network;
- Serves as a network systems operator (SYSOP) for both the school's instructional and administrative computer systems;
- Serves as Groton Central School's representative to the Tompkins-Seneca-Tioga BOCES District Technology Committee;

- Serves as a liaison with the Central New York Regional Information Center (CNYRIC);
- Serves on the CNYRIC Customer Support Committee;
- Communicates with CNYRIC to aid in the resolution of problems regarding school network systems, hardware and software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good technical knowledge of micro-computers, Local Area Networks (LAN) and micro-computer software including PC-DOS, database, spreadsheet and word processing;
- Good technical ability;
- Good knowledge of changing technology;
- Good judgment;
- Ability to train users in the use of micro-computer hardware and software;
- Ability to learn and support new PC software;
- Ability to learn new micro-computer system configurations;
- Ability to understand and interpret oral and written information;
- Ability to research, recommend and implement programs designed to enhance the Transportation Department's efficiency;
- Ability to prepare written material;
- Ability to establish and maintain effective working relationships.