

ASSISTANT DIRECTOR – STRATEGIC PLANNING  
(BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Executive Director – Lower Hudson Regional Information Center, an incumbent of this class plans, supervises and evaluates all functions, staff and operations for research and development of new services for all internal departments of the BOCES Lower Hudson Regional Information Center (LHRIC) and external component school districts. An incumbent draws upon resources from all areas of the LHRIC to adapt to change, develop new technology, and provide resolutions to problems requiring input across LHRIC divisions. An incumbent meets with subscribing school district personnel to discuss services and resolve problems in conjunction with Account Executive Liaisons, as well as market departmental services and projects. An incumbent will assist with the development of new services and revision of current services in response to the needs expressed by school district personnel. Supervision is dependent on project assigned but may be executed over Manager – Customer Relations, Manager – Educational Technology, Manager – IT and Manager – Regional Information Center and Project Managers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the development of new ideas and marketing of services and projects from both the Educational Technology and the Information Technology divisions;

Assists with the development of new services and ideas by using data driven decision-making, project management and programming development;

Directs and coordinates activities of internal cross-functional collaboration within departments and liaison to other state regional information centers maintaining external business relationships;

Works with other agencies on emerging initiatives with a statewide interest such as interoperability, single sign-on, privacy and security;

Conducts formal and informal presentations on behalf of the BOCES LHRIC to school district personnel, SED technology staff, vendors, consultants, and internal staff;

Works in conjunction with service managers on technical and educational technology matters, both internally and externally;

Assists with enforcement of BOCES LHRIC policies specifically as it relates to data and network privacy and security;

Assists with SOC audit assessments annually;

Evaluates LHRIC services annually by surveying administrators in external component school districts;

Facilitates the involvement of user district representatives in annual 793 plan development for NYSED;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Participates in budget discussions and submits budget to Executive Director for areas of responsibility;

As a member of the LHRIC Executive Leadership Team assists with the professional development of the entire organization and provides relevant data necessary for the creation of annual and long range plans;

Works with leadership team to ensure provision of training to develop all personnel within internal departments;

Directs and reviews project feasibility studies;

Reports to the Executive Director on the progress of each project that commences in accordance with the goals and objectives of the LHRIC;

Makes recommendations to the Executive Director for the appointment of personnel and coordinates with BOCES Human Resources Department on the posting of vacancies, performance appraisals, and separation of staff;

Ensures the continuity of business in the absence of the Executive Director and/or Assistant Executive Director and escalates issues to the appropriate party when necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of technology's application to the educational and administrative environment; thorough knowledge of organizational structure and its relation to workflow; thorough knowledge of a variety of Information Technology environments (PC, Mid-range, Telecommunications, Networking, etc.); problem solving skills; ability to plan, supervise and coordinate the work of others; ability to communicate effectively both orally and in writing; ability to lead discussions and make formal presentations; ability to establish and maintain effective working relationships with school district administrators, officials, BOCES staff and its component districts; ability to organize and present thoughts and procedures in a clear, concise and thorough manner; ability to gather and analyze information and draw logical conclusions; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound judgment; initiative; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree\* and seven (7) years of work experience in which the primary function was customer account management, project management† or systems management\*\* in a data processing environment, which must have included two (2) years in a supervisory capacity.

SUBSTITUTION: A Master's degree\* in Computer Science, Management Information Systems, or Business Administration will substitute for two (2) years of the work experience described above. There is no substitution for the two (2) years in a supervisory capacity.

†NOTE # 1: Project management is defined as a specific assignment that has a beginning and an end date, in which technical assistance, direction, planning and scheduling would be provided to a team up to successful completion of the project.

\*\*NOTE # 2: Systems management is defined as responsibility for each of the following: developing proposals based on client need, developing implementation schedule, implementing pilot test of system, developing user training, and ensuring system is fully operational.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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.