

## COMPUTER SYSTEMS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent for Business or other higher level administrator, an incumbent of this position is responsible for the overall planning, development, maintenance and supervision of all non-instructional computer systems operations for a school district. The incumbent coordinates the work activities and is responsible for the daily, ongoing operations of the computer room and its equipment. This position involves considerable contact/interaction with school administrators, teachers and other users of the computer systems regarding needs, applications, new programs, etc. Supervision is exercised over technical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, directs, maintains and supervises all the non-instructional computer systems operations of the school district such as, but not necessarily limited to: payroll, accounting, revenue, census, student records, attendance, personnel, and student scheduling;

Maintains liaison with administrators and other staff in order to determine computing needs and to resolve computing problems;

Provides consultant services to staff who indicate a need, interest or desire to develop computer applications;

Schedules the work of the computer room and the computer itself;

Designs or assists staff in the design, development and implementation of computer applications and systems technologies;

Designs and maintains flow charts and written procedures for all computer applications;

Prepares and submits for approval the annual budget for computer operations, including equipment, supplies, personnel, training and related costs;

Trains appropriate staff members in the use of computer terminals;

Evaluates systems regularly to ensure proper operation of the IT infrastructure and recommends or implements any changes or improvements, as necessary;

Acts as troubleshooter for complex computer system problems; analyzes computer console errors, software errors and takes appropriate action;

Communicates with vendors and contacts contractors regarding preventive maintenance, repair work, and enhancements to the computer systems infrastructure;

Attends monthly Board of Education business meetings and other meetings as required;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation and use of a computer and its peripheral equipment; thorough knowledge of computer systems operations; thorough knowledge of the standards for the proper maintenance and repair of computer equipment; good knowledge of computer systems design and installation; good knowledge of basic programming techniques; ability to plan, organize and schedule computer operations effectively and efficiently; ability to organize and evaluate data; ability to prepare oral and written reports; ability to train and evaluate subordinate personnel in a computer environment; ability to simplify technical terminology for training purposes; ability to deal effectively with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; initiative; resourceful; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Satisfactory completion of 60 college credits\* and six (6) years of experience where the primary function was the operation and maintenance of a computer system, including or supplemented by two (2) years of experience which must have included the evaluation, analyses or planning of automated data processing systems.

SUBSTITUTIONS: Satisfactory completion of an additional 30 credits\* may be substituted on a year for year basis for up to two (2) years of the general experience. A Bachelor's Degree\* in Information Technology, Computer Science, Computer Programming or a closely related field may be substituted for three (3) years of the general experience; and a Master's Degree\* in one of the aforementioned fields may be substituted for four (4) years of the general experience. There is no substitution for the two (2) years of specialized experience described above.

NOTE #1: Experience on a home personal computer may not be used as a substitute for the aforementioned experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.