

CONTROL OPERATIONS SUPERVISOR - OFFICE MANAGEMENT
(BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of Director of BOCES Lower Hudson Regional Information Center, an incumbent monitors and coordinates management reporting activities including budget processing, coser processing, state and local reports, equipment inventories and district billing. An incumbent assigns office clerical staff to projects and directs their activities; reviews and evaluates their work; consults with personnel in other data processing sections; and compiles comprehensive reports for varieties of distribution. Supervision is exercised over office clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and monitors the budget process of the Regional Information Center on a daily basis; includes revenues, expenditures, purchase orders, contracts and billing;

Monitors coser process, assures coordination between budgets cosers and contracts;

Maintains and monitors all Regional Computer Center internal records, i.e., personnel data, salary reports, performance plans;

Monitors process for all scheduled reports, evaluations and plans required by central administration, the State Education Department, and other agencies (Chapter 793, Annual Report, Board Agenda);

Assists in analysis of all proposed and actual Regional Information Center projects, i.e., equipment and personnel costs;

Maintains and updates all Regional Information Center records pertaining to technical matters, including hardware and software inventories;

Supervises organization and coordination of data required for monthly Superintendent's report;

Assists in preparation of operational cost estimates for current and proposed Regional Information Center projects;

Monitors and evaluates all bids and bidding process;

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 the modern principles, procedures, and equipment involved in office management; thorough knowledge of the principles and practices of supervision; ability to develop and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; tact; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience where the primary function of the position was in a staff or administrative support capacity†, including or supplemented by two (2) years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four (4) years of the above stated work experience. There is no substitution for the two (2) years of supervisory experience.

†DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

*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.