

## INFORMATION MANAGEMENT COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates information management services for all the divisions of Southern Westchester BOCES; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager - PC/Network Support, this position coordinates information management services provided by Southern Westchester BOCES Lower Hudson Regional Information Center (RIC) to all Southern Westchester BOCES' divisions: Central Administration, Instructional Services, Occupational Education, Special Education, Transportation Department, and the Department of Interscholastic Athletics. Specifically, this position administers microcomputer, multi-user database projects: incumbent disseminates technical information, provides recommendations for hardware and software selections, provides direct support resolving user problems and makes referrals to available services.

### EXAMPLES OF WORK: (Illustrative Only)

Acts as a liaison between the Southern Westchester BOCES user community and the Regional Information Center by communicating BOCES divisions' needs to RIC management, and explaining the scope of RIC services to BOCES divisions;

Assists senior management in determining computer priorities and allocating resources;

Meets regularly with senior management to review status of their computer programs;

Evaluates user requests for application development; confers with users to determine project scope; develops project specifications and provides requested services;

Works with microcomputer programmers to develop application design;

Refers BOCES division staff to appropriate RIC services;

Manages BOCES local area networks (LANS). Communicates with LAN support staff. Performs routine maintenance when support staff is unavailable;

Reviews, recommends and plans the implementation of micro hardware, software and operational standards;

Provides technical assistance to user as relates to hardware and software needs.

Diagnoses user problems, trains users, provides microcomputer application support, makes arrangements for RIC services or refers to outside resources;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains up-to-date knowledge about systems software and hardware, and selects and purchases hardware, software and related supplies;

Prepares reports, analyses and recommendations for senior management, as needed;

Manages application development projects involving outside consultants;

Supervises the design of BOCES local area networks, including proposals to management, pricing, ordering, cabling setup and software.

Consults with end-users, programmers and vendors throughout the project cycle.  
Resolves problems and bottlenecks during the cycle as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the capabilities of the input and output of computerized data; good knowledge of microcomputers and peripherals and their applications; good knowledge of the use of microcomputer hardware and software in a local area network environment; good knowledge of telecommunication procedures; ability to prepare written materials and reports; ability to train user personnel in the operation and application of new, modified or expanded software applications; ability to establish and maintain effective working relationships with BOCES computer center staff; ability to think creatively and logically; 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 either (a) graduation from a recognized college or university with a Bachelor's degree and five years experience managing data processing application development in either an administrative or instructional environment, including or supplemented by two (2) years experience managing a local area network (LAN); or (b) nine years of full time experience or its part time equivalent as described in (a) including the two (2) years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.

BOCES #2.

J. C.: Competitive

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Job Class Code: S768