

MANAGER - CONSULTING SERVICES  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Supervises personnel and operations in the Consulting Services Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Educational Technology, this position is responsible for consultation in the planning of technology projects and implementation of these projects, as well as the proactive update and revision of customer technology plans. Position supervises Project Managers and Network Technology Consultants.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, and directs operations and personnel in the Consulting Services department;

Recruits, selects, assigns, and trains department personnel;

Serves as consultant for services offered by the department;

Coordinates the scheduling of consulting and research and development personnel on daily basis;

Maintains department budget, current district project profiles and status reports;

Establishes new services, user documentation and informational materials;

Provides support services to other RIC departments;

Conducts status meetings, reviews project developments against stated goals;

Acts to streamline and enhance consulting procedures to maximize staff and maintain cost effectiveness.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of project management; good knowledge of personal computers, and their application to the educational and administrative environment; good knowledge of local and wide area networking; familiarity with schools and the latest educational trends and philosophies; ability to manage multiple assignments and priorities; ability to prepare oral and written reports, proposals, and detailed specifications; ability to lead discussions, facilitate groups, and make formal presentations; ability to think creatively and logically; sound judgment; initiative; resourcefulness; tact; administrative and supervisory ability; 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 regionally accredited or New York State registered college or university with a Bachelor's degree and four (4) years experience providing administrative and or educational technology in school districts which must have included simultaneously managing large scale, complex, multi-year technology projects with multi-million dollar budget expenditures, including or supplemented by one (1) year of supervisory experience; or (b) Masters degree in Computer Science or Business Administration and two (2) years of experience as stated in (a), including or supplemented by the one (1) year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing and training.

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.