

RESOURCE SPECIALIST - EDUCATIONAL TECHNOLOGY

GENERAL STATEMENT OF DUTIES: Provides technical skills in support of Information Center activities that cross over department areas; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, the incumbent researches, tests and evaluates various micro and mini computer activities, in the areas of software, hardware and telecommunications.

EXAMPLES OF WORK: (Illustrative Only)

Installs and trains school counselors in the use of GIS and DISCOVER software at school sites;

Prepares cooperative microcomputer equipment and software bids and evaluates the returned bids;

Monitors duplication of MECC software and distribution of disks and documentation;

Makes recommendations to school districts regarding selection and use of MECC software;

Maintains existing Hewlett-Packard GIS network;

Prepares license agreements for time-share, ACI and MECC;

Makes recommendations regarding computer equipment to be purchased and orders same for user school districts and BOCES; advises both of best placement/arrangement of equipment;

Orders disks and documentation for use in conjunction with MECC distribution;

Solves computer use and software application problems within school districts;

Provides support to Information Center staff;

Provides statistical analysis and consultation to districts and BOCES.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of mini-micro computer system; working knowledge of telecommunication networks with emphasis on evaluation, installation and troubleshooting; ability to communicate effectively both orally and in writing; ability to train personnel in use of system software; flexibility; ability to establish and maintain effective working relationships with school district personnel and BOCES staff; 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 in Computer Science and two (2) years of technical experience in a computer/information center environment; or (b) graduation from a recognized college or university with a Bachelor's Degree and four (4) years of technical experience in a computer/information center environment; or (c) eight (8) years experience as stated in (a); (d) 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 Lower Hudson
Regional Information Center
J.C.: Competitive
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Job Class Code: S783