

DIRECTOR OF EDUCATIONAL TECHNOLOGY SERVICES
(BOARD OF COOPERATIVE EDUCATIONAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level executive position. The work involves responsibility for overall operation of the Regional Information Center for the Wayne Finger Lakes Board of Cooperative Educational Services, serving an eight-county region of close to fifty school districts. Work includes planning, directing and coordinating instructional technology by the use of a variety of computer platforms, software applications, wide and local area networks and telecommunications to remote sites. Incumbent will perform departmental leadership under supervision of the District Supervisor. The incumbent will influence policy and supervise a department of significant size and scope.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and directs inquiries to determine needs of organization in the information technology area;
Leads and directs evaluation of various information technology systems;
Establishes priorities for deployment of human resources and equipment;
Plans capital expenditures in response to participating school district needs;
Oversees development of policies and regulations for computer purchases, use and applications;
Develops and administers departmental budget;
Plans, directs and oversees training of departmental staff and users in appropriate skills;
Advises administration and governing boards on changes in technology;
Evaluates and recommends needs of department for staffing, contractual purchases and oversees departmental managers and program coordinators in carrying out the mission of the organization.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern information processing systems technology; thorough knowledge of planning and design of computer technology systems to meet organizational and user needs; ability to analyze strategic problems and lead the organization to appropriate solutions; ability to plan and supervise the work of others; ability to establish and maintain working relationships with others; sound judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position including ability to work successfully in an environment of constant change.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND graduation from a regionally accredited or New York State college or university with a Bachelor's Degree AND four (4) years of operational management experience involving computer information services, including systems analysis and design; two (2) years of which shall have been in a supervisory/managerial capacity.

NOTE: Additional education in a computer information services field, beyond the Bachelor's Degree, may be substituted on the basis of 30 credit hours being equal to one year of experience, up to a maximum of two (2) years total.

REVISED: JANUARY 11, 2001, 10/1/14, 12/12/17
CIVIL SERVICE CLASSIFICATION: COMPETITIVE