

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT DIRECTOR OF TECHNOLOGY (BOCES)

TITLE #: 1804

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving responsibility for assisting the Director of Technology (BOCES) with the overall administration of the department. Areas of responsibility include personnel, program development, budget preparation and public relations. Work is performed under the general supervision of the Director of Technology (BOCES) with leeway allowed to exercise independent judgement in carrying out the details of the work. Supervision is exercised over subordinate professional, technical, and clerical personnel within the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with screening applicants and interviewing prospective employees;

Administers the incentive/evaluation program for technical staff;

Assists in the preparation of the annual budget, which involves projecting services, expenditures and staffing patterns;

Assists and advises the Director regarding program development and planning;

Assists in ensuring that programs and services comply with State laws;

Assists in updating and maintaining departmental policies and procedures;

Coordinates any services and repairs needed for the department;

Assists in coordinating and defining all district, county and regional technology-related projects;

Consults with local district personnel on the implementation of technological initiatives and explains available programs and services;

Serves as spokesperson for agency to local school districts, professional groups and private agencies; participates and represents agency at local, regional, and state conferences and committee meetings;

Advises the Director of departmental issues and concerns as they arise;

Assumes any additional duties and responsibilities as may be assigned by the Director.

CLASS TITLE: ASST. DIRECTOR OF TECHNOLOGY (BOCES) (continued)

TITLE: #1804

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods and practices of providing technical services and programs; good knowledge of the district's programs, goals, policies and procedures; good knowledge equipment and procedures used in services and projects performed by department; good knowledge of the principles and practices of administering technological programs inclusive of program development and implementation; good knowledge of personnel practices and procedures; ability to establish and maintain effective working relationships with other educational agencies, professional groups, private agencies and district staff; ability to plan, organize and supervise the work of subordinate employees; ability to effectively explain the purposes and results of the district's programs to interested parties; ability to communicate both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State approved college or university with a Master's Degree in Computer Science, Computer Information Systems, Communications, Technology or related field and four (4) years experience in providing technology services, three (3) of which shall have been in a supervisory capacity; OR
- (B) Graduation from a regionally accredited or New York State approved college or university with a Bachelor's degree in Computer Science, Computer Information Systems, Communications, Technology or related field and six (6) years experience as outlined in (A) above, three (3) of which shall have been in a supervisory capacity; OR
- (C) Graduation from a regionally accredited or New York State approved college or university with an Associate's degree in Computer Science, Computer Information Systems, Electrical Engineering Technology or related field and eight (8) years experience as outlined in (A) above, three (3) of which shall have been in a supervisory capacity; OR

NOTE: Possession of a certification as a Certified Network Administrator (i.e., CNA from Novell) may be substituted for 2 years of the required non-supervisory experience.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 10/28/19 ld