

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

CLASS TITLE: DISTRICT TECHNOLOGY SPECIALIST

TITLE #: 1817

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the implementation and integration of technology in a school district. Responsibility includes developing and maintaining databases and designing and maintaining the school district's web site. Work is performed under the general supervision of the Associate Superintendent or other designated supervisor and does not involve instruction of students. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains databases related to human resources, including employee attendance, probationary periods for instructional and Civil Service personnel, graduate/in-service credits, step/scale salary placement, leave tracking, S.A.V.E. requirements, E.E.O.C. data, etc.;

Provides database support to building principals regarding incident reporting pursuant to S.A.V.E. requirements;

Designs and serves as webmaster for the school district web site, which includes district office, board of education, and human resources web pages;

Responds to email inquiries related to web site and refers other email inquiries to appropriate district staff;

Develops on-line forms including application for employment;

Coordinates staff and student registration for various vendor-provided application services, and provides general technical support to application users;

Researches software, hardware, application services, etc., and obtains price quotes;

Maintains warranty and licensing records for school district hardware and software;

Maintains purchasing records related to school district technology equipment, software, and supplies;

Creates multimedia presentations using various software applications for Associate Superintendent to use for board presentations, budget hearings, demographic studies, teacher recruitment, etc.;

Prepares and produces human resource related publications (i.e., recruitment brochures, newsletters, etc.).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of computer functions, word processing, spreadsheet, presentation and database software; thorough knowledge of how to develop, evaluate and modify management information systems in a school district; good knowledge of instructional software and application services; ability to troubleshoot minor software and application problems; ability to design and maintain a web site for a school district; ability to communicate effectively both orally and in writing; good organizational skills; creativity; 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 Bachelor's degree in Computer Science; OR
- (B) Graduation from a regionally accredited or New York State approved college or university with a Bachelor's degree and one (1) year of experience in developing and maintaining databases and web sites; OR
- (C) Graduation from a regionally accredited or New York State approved college or university with an Associate's degree in Computer Science or related field and three (3) years of experience as described in (B) above.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 6/21/02 ms