

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

**CLASS TITLE:** SENIOR DISTRICT TECHNOLOGY SPECIALIST

**TITLE #:** 1917

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the leading and directing 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. This class differs from that of District Technology Specialist by virtue of the complexity of the work being performed and/or the responsibility to lead or direct the work of others. 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:**

Leads in the development and maintenance of 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.;

Leads in the designs and serves as webmaster for the school district web site, which includes district office, Board of Education, and various school web pages;

Directs the development of on-line forms including application for employment;

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

Creates multi-media presentations using various software applications for meetings and related publications;

Supervises the implementation and integrating of technology in the school district;

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

Supervises the response to email inquiries related to the district's website and refers other email inquiries to appropriate district staff and directs the effort to remediate the situations;

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

**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; ability to lead and direct the work of others; 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 or higher and three (3) years of experience in developing and maintaining databases and web sites; OR
- (B) Graduation from a regionally accredited or New York State approved college or university with an Associate's degree and five (5) years of experience as described in (B) above.

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: 8/4/14 AT