Director of Information Technology Services
(Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: This position oversees and manages the Board of Cooperative Education Services (BOCES) Information Technology Department and related media, animation, public relations and associated services and is responsible for the development and administration of the district technology plan. The work is performed under general supervision of a District Superintendent with wide leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over Marketing, Brand & Communications Specialists, Information Technology Project Coordinators, Graphic Artists and other related positions. A Director of Information Technology Services (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and manages the information technology department, systems and technology activities, graphic design, printing services, media, animation & public relations and communications;
- Develop and manage the department budget, including internal budgets and cooperative services budgets;
- Coordinate with component school districts to meet needs and develop products;
- Design appropriate technical training materials or workshops for the purpose of training school district employees in the use of computer applications;
- Manages the development of the school district local area networks for the purpose of ensuring the efficient growth and development of productivity;
- Assists district staff and promotes the use of technology to support instruction and integration with the district's curriculum;
- Works with subject area coordinators to develop classroom technology applications in various content areas;
- Develops school district information technology procedures and ensures internal and external quality controls;
- Provides leadership of technical support staff for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system;
- Engages department staff in trouble shooting and problem solving to diagnosis problems with the school district's computer network systems, hardware and software and takes corrective action as needed;
- Researches current technology trends and makes recommendations on instructional materials, applications and purchases;
- Handles questions from staff regarding the district's computer network systems;
- Maintains and ensures the reliability of key operating data and databases;
- Maintains records relating to inventory, repair and use of school district computer equipment;

- Composes or generates a variety of materials (e.g. reports, memos, letters, manuals, etc.) for the purpose of documenting activities, training, providing written reference and/or conveying information regarding the status of projects, etc;
- Manages all employees in responsibility areas, including the recruitment, selection, training, professional development and evaluation of staff and makes recommendations regarding goals, provides constructive feedback and takes corrective action if necessary;
- Continues to acquire professional knowledge and learn of current developments related to the position by seminars, workshops, professional meetings and by conducting research.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge in one of the following key areas: graphic design, animation, printing services, public relations or communications; knowledge of the overall operation of information technology services; knowledge of network systems including those used for telecommunications; good knowledge of the computer hardware and software industry and products; good knowledge of modern office terminology, procedures and equipment; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to information technology services; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Master's Degree in Computer Science, Information Technology, Graphic Design/Animation, Printing Services, Communications, Public Relations or a closely related field and one (1) year of full-time or the equivalent part-time experience in a leadership position in a related field;

OR

B. Possession of a Bachelor's Degree in Computer Science, Information Technology, Graphic Design/Animation, Printing Services, Communications, Public Relations or a closely related field and three (3) years of full-time or the equivalent part-time experience in a related field, one year of which must have been in a leadership role;

OR

C. Possession of an Associate Degree in Computer Science, Information Technology, Graphic Design/Animation, Printing Services, Communications, Public Relations or a closely related field and Five (5) years of full-time or the equivalent part-time experience in a related field, one year of which must have been in a leadership role.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: