

INFORMATION SYSTEMS ADMINISTRATOR (Schools)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work involved with implementing and monitoring the operation of a computer system for centralized management of data through the use of electronic data processing equipment. The work is performed under general supervision with wide leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over Microcomputer Specialists. An Information Systems Administrator (Schools) does related work as required.

TYPICAL WORK ACTIVITIES:

- Evaluates, installs and maintains computer program applications;
- Serves as a resource for the networking, configuration, design, maintenance, and repair of micro-computers;
- Conducts orientation and training sessions in the application and utilization of an automated information system;
- Controls the security of terminal access;
- Resolves problems involving local and New York State Education Department information interfacing and data management procedures;
- Confers with educational agencies involved with systems analysis and programming in order to integrate and coordinate systems;
- Prepares detailed program instructions, reports and manuals for computer operators and users;
- Monitors system reports for accuracy and appropriateness;
- Recommends hardware and software to meet needs taking into account such factors as compatibility and cost;
- Installs personal computer hardware and software on site;
- Conducts investigations of computer misuse, abuse and fraud;
- Keeps abreast of trends in computer technology;
- Makes minor repairs to equipment as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of local area network (LAN) and wide area network (WAN) systems design and connectivity; good knowledge of the application of electronic data processing equipment to accounting, statistical and informational problems in an education setting; good knowledge of available electronic computer and related peripheral data processing equipment, and the equipment's capabilities and suitability for applications within the school setting; good knowledge of methods analysis; skill in programming; ability to readily acquire a familiarity with a variety of laws, regulations and policies related to educational programs; ability to recognize the cost-benefit relationship of proposed solutions within the context of the total organization; ability to communicate ideas clearly both orally and in writing; tact and diplomacy in investigating requirements for machine conversion of manual procedures; accuracy; resourcefulness; sound judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by eighteen (18) credit hours in management information systems, computer science, information technology or closely related field;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree including or supplemented by nine (9) credit hours in coursework defined in (A) and two (2) years of experience in network administration, information systems management or computer programming;

OR

- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (B);

OR

- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/23/11