

## INFORMATION TECHNOLOGY PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical lead worker position with responsibility for the direction, coordination and project management of work involving networking, infrastructure, or digital streaming technology. An incumbent of this class will be required to analyze the technical needs of BOCES and/or a component school district and develop project parameters, request quotes and determine staffing needs to fulfill a project. The work is performed under the general direction of the Director of Information Technology with considerable leeway for planning work methods and procedures with responsibility for technical results. Supervision of the work of subordinate staff may be required. An Information Technology Project Coordinator performs other related duties as required.

### TYPICAL WORK ACTIVITIES:

- Acts as project leader to direct and coordinate the activities of staff for work involving networking, infrastructure, or digital streaming technology;
- Researches changing technology using trade journals and other forms of media to provide suggestions and input for future needs;
- Determines current operations and analyzes requirements for departments requesting technology support;
- Plans short and long range technical planning for networking, infrastructure, or digital streaming technology;
- Performs a variety of computer/network hardware and software installation, configuration and training;
- Establishes standards for networking and computer functions;
- Assures coordination and compatibility of installed systems and performs necessary stages of research and maintenance;
- Specifies and/or develops appropriate tests to assure system reliability and implements all programs;
- Coordinates and supervises the evaluation, testing, and installation of delivered materials;
- Recognizes and communicates to agencies the constraints of a system programs and determines impact of application or computer resources and what additional resources may be needed;
- Ensures customer satisfaction and provides feedback to increase standards of service;
- Communicates with dissatisfied customers to better implement future requests and solve immediate problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of local and wide area network administration; good knowledge of microcomputer and related technology; good knowledge of the principles and practices of computer programming and the capabilities and use of data processing equipment

and digital streaming devices; good knowledge of applicable laws, rules and regulations governing the use of software, as well as the judicial and administrative interpretation related to these; working knowledge of the principles and practices of systems analysis as applied to computer programming; skill in the operation of computer and communication equipment; ability to learn new technology; ability to communicate effectively both orally and in writing; ability to plan and lead the work of others; ability to understand and develop logic flow charts and code programs from them; ability to establish and maintain effective working relationships with others; analytical reasoning ability; good judgment, resourcefulness, dependability.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Computer Science or related field and one (1) year of full-time or the equivalent part-time experience which shall have involved networking, infrastructure, or digital streaming technology;

OR

- B. Possession of an Associate Degree in Computer Science, Electronic Technology, or related field and three (3) years of full-time or the equivalent part-time experience which shall have involved networking, infrastructure, or digital streaming technology;

OR

- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time or the equivalent part-time experience which shall have involved networking, infrastructure, or digital streaming technology.

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: 11/7/19

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