

## **INFORMATION TECHNOLOGY PROJECT COORDINATOR (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the development, implementation, coordination, and administration of various Information Technology projects for the South Central Regional Information Center (SCRIC). The incumbent works with the component schools on projects from development through implementation. Work is performed under general supervision of the management with leeway allowed or the use of independent judgment in carrying out the duties and responsibilities of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the review and evaluation of project plans, design documents and other documentation and sets schedules needed to successfully initiate and accomplish IT projects;

Coordinates purchasing activities to assure conformance to project specifications;

Participates in long-term and short-term departmental IT strategic planning;

Plans, organizes and coordinates the maintenance of hardware or software systems by technical support staff in meeting needs of the component district or various departments;

Assigns work, provides instructions, answers questions, determines priorities, and balances workload problems while ensuring quality and customer service standards;

Oversees the organization and development of appropriate system documentation;

Provides direction, support, and schedules for all staff assigned to the district or team;

Communicates with supervisor regarding staffing needs and employee issues;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of information technology project management procedures;

Thorough knowledge of current innovations and technology in information systems;

Thorough knowledge of the principles and practices of public administration and budgeting;

Good knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking;

Good knowledge of the components of a technical environment, i.e.

network hardware and software, server applications, etc;  
Good knowledge of the organization and functioning of school systems and their needs related to the implementation and use of information technology;  
Ability to establish and maintain effective working relationships;  
Ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities;  
Ability to coordinate multiple initiatives simultaneously;  
Ability to follow complex oral and written instructions;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to plan, compile and prepare comprehensive statistical and narrative reports;

**\*MINIMUM QUALIFICATIONS:**

- A) Possession of a Bachelor's degree or higher and two (2) years' experience in the coordination and implementation of projects; OR
- B) Possession of an Associate's degree and four (4) years' experience in the coordination and implementation of projects; OR
- C) Graduation from high school or possession of an equivalency diploma and six (6) years' of experience in the coordination and implementation of projects; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

**\*NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education.

**SUBSTITUTIONS:**

- 1) One year of experience stated above may be substituted for a current Broome-Tioga BOCES employee with successful completion of thirty (30) hours of recent (within the last twelve months) approved subject matter related to SCRIC Academy coursework.
- 2) An additional year of experience stated above may be substituted for ongoing development opportunities to assist with applying the SCRIC Academy coursework

**SPECIAL REQUIREMENT:** Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

**Special Note**: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.

**SPECIAL REQUIREMENT**: Per regulations of the Commission 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 New York State Department of Education is required.

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