

DIRECTOR OF THE SOUTH CENTRAL REGIONAL INFORMATION CENTER (SCRIC)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for leading the regional planning and governance related to RIC (Regional Information Center), by planning organizing, supervising, and directing all aspects of the Broome-Tioga and DCMO ONC BOCES on all computer related/technology services. Work is performed under the administrative supervision of the District Superintendent with wide leeway allowed for the use of independent judgment. Supervision is exercised over RIC Management staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, supervises, and directs all aspects related to RIC (Regional Information Center);
Interacts with school superintendents and District Superintendents in Broome-Tioga BOCES and DCMO ONC BOCES on all computer related/technology services;
Cultivates and maintains a healthy organizational culture throughout the RIC;
Communicates regularly and frequently with RIC staff and stakeholders at all levels;
Actively participates in and contributes to Statewide RIC and NYSED (New York State Education Department);
Provides relevant briefings and information directly to the Broome-Tioga BOCES Superintendent;
Collaborates with colleagues throughout the BOCES organization in areas including but not limited to: Administrative systems, data analysis, integration and verification, integration of technology, and technical support;
Develops and manages budgets, unit cost methodologies and service descriptions;
Attends BOCES monthly board meetings and provides updates/presentations as needed;
Remains current on trends and developments in educational technologies;
Interfaces directly with all functional work groups of the RIC to ensure that the school district's needs in all areas are being satisfied;
Develops and implements planning activities to ensure RIC continues to provide exemplary services to constituencies;
Coordinates all internal and external customer service activities ensuring that all RIC services are presented in an accurate and transparent manner, and that the needs of BOCES and school districts are treated by all RIC staff with the utmost priority;
Attends conferences and trainings as needed.

DIRECTOR OF SCRIC-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and practices of providing technology services for a school district and implementing technology into classroom and curriculum;

Thorough knowledge of computer software, hardware, networks, telecommunications systems, and related technology equipment;

Thorough knowledge of the district's goals, policies, and procedures;

Thorough knowledge of personnel practices and procedures;

Ability to plan, organize, prioritize and supervise the work of subordinate employees;

Ability to prepare and oversee an annual budget;

Ability to establish and maintain cooperative and effective working relationships with instructional and district staff;

Ability to communicate effectively both orally and in writing;

Ability to exercise good judgment in evaluating situations, establishing priorities, and making decisions;

MINIMUM QUALIFICATIONS:

A) Possession of a Master's Degree in business administration, information systems/technology, or closely related field and two (2) years of supervisory experience in business administration which included budget management, personnel management, and/or strategic planning; OR

B) Possession of a Bachelor's Degree in business administration, information systems/technology, or closely related field and four (4) years of supervisory experience in business administration which included budget management, personnel management, or strategic planning.

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.

SPECIAL REQUIREMENT: 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 needed.