TECHNOLOGY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering and directing information technology (IT) activities. The incumbent is responsible for providing a variety of staff support services including the installation and maintenance of computers and peripherals, as well as related software installation and configuration. The incumbent also either directly provides or assigns IT personnel to provide technical assistance and advice to departments regarding the identification and solution of a variety of data processing and systems design and analysis problems. The work is performed under the general direction of the Superintendent with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains technology equipment and systems (e.g. servers, telephone systems, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations;
- Prepares and oversees the Educational Technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits;
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and vendors;
- Communicates technology related activities in a timely manner to Administrators;
- Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safety, timely and efficient installation of technology equipment and services;
- Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district;
- Supervises technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements; Prepares and monitors contracts for information services with outside vendors, agencies, and districts;
- Sets up user local area network accounts and access rights;
- Daily monitoring of spam logs, adjusting spam filters, and delivery of falsely trapped messages to the correct email account;
- Sets up user workstations for local area network storage areas;
- Diagnoses and resolves local Area Network and Wide Area Network operating system and hardware and software problems;
- Performs routine maintenance of computers and peripheral equipment, upgrades computer hardware and/or software as needed and coordinates off-site repairs of computers and peripheral equipment;
- Tests LAN software, hardware and connectivity options, researches LAN industry trends and recommends appropriate changes in hardware and software standards;
- Plans, implements, and supports network solutions between multiple platforms;
- Provides network support, ranging from network components to mainframe access
- Provides technical support to users via telephone, fax, daily site monitoring and vendor interfaces;
- Provides support to end users of desktop email and internet devices.

Technology Coordinator continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of Local Area Network and/or Wide Area Network and/or central computer center computer systems including those used for telecommunications;
- Good knowledge of computer hardware and software used in data communications;
- Good knowledge of associated equipment and their integration into local area networks;
- Good knowledge and ability to maintain Local Area Network and/or Wide Area Network and/or central computer center performance and security;
- Ability to communicate effectively with user personnel;
- Ability to maintain related systems records and prepare reports;
- Ability to design, install, update and maintain Local Area Network and/or Wide Area Network and/or central computer center computer systems including those used for telecommunications;
- Ability to train and instruct;
- Ability to communicate both orally and in writing;
- Ability to understand, interpret and follow complex technical written and oral instructions;
- Ability to establish effective working relationships with computer users and co-workers;
- Tact, dependability, sound professional judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grand degrees with an Associate's Degree in information technology, computer science, computer technology, or a closely related field and four (4) years' experience with server installation and maintenance, Windows Server operating system, network device installation and maintenance, routers, layer 2 managed switches, and layer 3 managed switches;

<div align="center">OR</div>

B. Graduation from high school or possession of a high school equivalency diploma or equivalent and six (6) years' experience with server installation and maintenance, Windows Server operating system, network device installation and maintenance, routers, layer 2 managed switches, and layer 3 managed switches.

05/22/23

CLASS: COMPETITIVE