

E-RATE COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, in Accounting or Finance; OR
2. Possession of a Bachelor's Degree, or higher, which includes twenty-one (21) college credit hours in accounting and/or finance AND one (1) year of full-time paid work experience, or its part-time equivalent, in maintaining financial accounts and records, including the use of financially or fiscally related types of computer software programs; OR
3. Possession of an Associate's degree in Accounting or Finance AND two (2) years of full-time paid work experience, or its part-time equivalent, in maintaining financial accounts and records, including the use of financially or fiscally related types of computer software programs; OR
4. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid work experience, or its part-time equivalent, in maintaining financial accounts and records, including the use of financially or fiscally related types of computer software programs.

SPECIAL NOTE: EDUCATION: 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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs work under the general direction of the Director of Project Management. Responsible for all facets of coordination and implementation of the Schools and Library E-Rate program for assigned school districts and Wayne-Finger Lakes BOCES (BOCES). Work assignments include ensuring workflow in E-Rate filings and reimbursement process across multiple fiscal years for all assigned school districts and BOCES. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes financial data making sure that all forms for the E-Rate application and reimbursement process are submitted on schedule;
Assists in preparation of Request for Services and bidding process;
Assists in gathering of financial data in support of establishing telecommunication vendor reimbursements to school districts and BOCES;
Communicates and coordinates with all telecommunications vendors as required;
Communicates and coordinates with school district Business Officials, Technology Coordinators, Building Project Consultants and other individuals necessary to assist in the various aspects of the E-Rate program;
Communicates and coordinates with Schools and Libraries Commission Officials as required;
Communicates and coordinates with New York State E-Rate Central staff;
Central point of contact and oversight for auditors' requests for information - current year and future year requests;
Keeps track of all funds received by school year;
Generates statistical reports and periodically reports to management and administration the status of all applications;
Creates and maintains a database to automate the record keeping of E-Rate information;
Performs related duties as necessary.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the federal universal service fund support program (E-rate) for schools and libraires;
Good knowledge of modern methods used in maintain financial accounts and records;
Good knowledge on the use of the computer and software associated with spreadsheets, word processing and account keeping programs;
Good knowledge of budget, purchasing and bidding procedures;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of Business English;
Ability to understand and carry out oral and written directions;
Ability to make arithmetic computations rapidly and accurately;
Clerical aptitude; mental alertness; high degree of accuracy; tact; courtesy, and integrity;
Physical condition commensurate with the demands of the position.

APPROVED: APRIL 14, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES