

Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$85,000-\$108,763/yr.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

PROJECT COORDINATION MANAGER

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, in Information Technology, Computer Science, Information Resources Management, or a closely related field AND four (4) years full-time paid work experience, or its part-time equivalent, in computer operations systems analysis, programming or technical support, two (2) years of which must have been in a project management or supervisory capacity; OR
2. Possession of an Associate's Degree in Information Technology, Computer Science, Information Resources Management, or a closely related field AND six (6) years of full-time paid work experience, or its part-time equivalent, in computer operations systems analysis, programming or technical support, two (2) years of which must have been in a project management or supervisory capacity; OR
3. Graduation from high school or possession of a high school equivalency diploma AND eight (8) years of full-time paid work experience, or its part-time equivalent, in computer operations systems analysis, programming or technical support, two (2) years of which must have been in a project management or supervisory capacity.

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 work involves responsibility for planning and directing systems analysis, design, and implementation of information technology projects. The incumbent in this position contacts and maintains liaison between the user department and information technology staff to coordinate efficient completion of all steps of a project. Manages and supervises E-Rate and Technology Coordination teams and other staff as assigned. This position is distinct from other Project Manager classifications in that it requires a thorough knowledge and background in technical systems analysis and programming techniques. The incumbent assigns staff to projects and directs and supervises their activities. Work is performed under the general supervision of a higher-level administrator or his/her designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees purchasing of all software and hardware maintenance contracts and renewals ensuring timely response to ensure no lapse in vendor coverage for component districts and/or BOCES for contracts managed by EduTech;

Collaborates on marketing strategy to provide information on EduTech services and value-added offerings to districts;

Identifies, recommends and plans project objectives and goals for component school districts;

Supervises and trains personnel involved in providing training and support services to component school districts using software applications;

Assists project coordination teams with component school district's technology planning and implementation of purchases of new hardware and software;

Manages and/or facilitates work efforts between users and technical staff;

Works in cooperation with management to assign personnel to projects and directs their activities as they relate to the project;

Meets with managers, supervisors, vendors, and others to solicit cooperation and resolve problems;

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PROJECT COORDINATION MANAGER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Supervises assigned staff, including assigning and evaluating work, providing training, and evaluating performance;
Maintains detailed records and files on all technical services and training;
Ensures compliance of IT policies and procedures (security, backup, access control, documentation, active directory, disaster recovery, etc.) in system implementation;
Coordinates with management concerning planning, workloads and scheduling;
Manages all levels of project performance with the other work of the department;
Informs management of project progress and problems;
Provides technical guidance and assistance;
Prepares cost projections for network upgrades and new installations;
Responsible for final approval of a completed system to insure project objectives have been met;
Develops program and user documentation and operator instructions ensuring dissemination to component school districts in various formats;
Assists in the launch of new services as it regards communications and rollout;
Performing such other duties as deemed necessary to fulfill the responsibilities of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of project management;
Good knowledge of software principles and methods of application;
Good knowledge of systems analysis with emphasis on user interaction and data gathering techniques;
Good knowledge of software facilities such as data communications, data base management and system documentation;
Strong interpersonal and organizational skills;
Excellent analytical and problem-solving skills;
Ability to maintain project plans and assist with task estimates (i.e. target dates);
Ability to express ideas clearly and concisely using strong written and verbal English communication skills;
Teamwork and cooperation with colleagues;
Physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 20, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES