Wayne-Finger Lakes BOCES – Vacancy
Salary range - $130,000-$140,000/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.

DIRECTOR OF TECHNOLOGY OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a school district responsible for directing the day-to-day operations of an information technology department. The employee is responsible for overseeing the purchase of computer hardware, software, and supplies. Further responsibilities include the marketing of services and the security of the central information services site. The employee works under the general supervision of the Superintendent. General supervision is exercised over a technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides budget and purchasing oversight for District technology operations;
Coordinates the acquisition, distribution, installation, and upgrading of computer hardware and software. This includes both physical and virtual deployment of hardware and software as well as managing related supporting systems such as security, back up and environmental infrastructure;
Oversees a wide area network that connects District buildings and incorporates wired and wireless infrastructure;
Oversees District's local- and wide-area networks, internet access, filtering, and proxy services;
Oversees District Communication systems including help desk, email, and telephone;
Maintenance of network activity for surveillance cameras, HVAC controls and intrusion detection systems;
Facilitates and coordinates district use of BOCES Administrative and Instructional Services (printing, computing and other related services);
Recruits, selects, assigns, and evaluates department personnel;
Responsible for encouraging effective integration of technology into curriculum areas;
Responsible for providing leadership, vision, and policy to instructional and administrative technology;
Disseminates information to teachers, administrators, and other staff members regarding existing and emerging technologies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the administration of computers and related information services and database systems; thorough knowledge of modern principles and practices of information management systems; good knowledge of competitive technological purchasing procedures; ability to convey technological information to staff clearly and effectively; ability to coordinate technological services provided in the District with vendors, BOCES, and internal support staff; ability to oversee the development and implementation of technological internal policies; organizational ability; administrative ability; ability to establish and maintain effective working relationships; supervisory ability; ability to develop and administer a budget; ability to communicate both orally and in writing; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree, or higher, in Computer Science, Computer Technology, Information Management Systems or closely related field AND four (4) years professional full-time paid experience*, or its part-time equivalent, in the computer technology field involving instructional technology, systems analysis and project management; two (2) years of which shall have included supervision of information technology employees; OR

2. Possession of a Bachelor's Degree in Computer Science, Computer Technology, Information Management Systems or closely related field AND six (6) years professional full-time paid experience*, or its part-time equivalent, as noted in (1) above; OR.

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DIRECTOR OF TECHNOLOGY OPERATIONS

MINIMUM QUALIFICATIONS: (Continued)

3. Graduation from high school or possession of a high school equivalency diploma AND ten (10) years professional, progressively responsible full-time paid experience*, or its part-time equivalent, as noted in (1) above; OR

4. An equivalent combination of education and experience* as defined in (1), (2) and (3) above.

*NOTE: Experience must have involved modern information technology soft- and hard-ware and systems.

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.

APPROVED: MARCH 25, 2014
REVISED: 11/24/20; 9/17/22
CIVIL SERVICE CLASSIFICATION: COMPETITIVE