

## **DIRECTOR OF TECHNOLOGY OPERATIONS**

Code No: 3-20-043  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative information technology position in a school district responsible for directing the day-to-day operations of a 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 reports directly to, and works under the general supervision of, the Assistant Superintendent for Technology or other administrative staff member. General supervision is exercised over a technical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Supervises technical purchasing, central and administrative operations;

Disseminates information to teachers, administrators and other staff members regarding emerging technologies;

Coordinates the acquisition, distribution, installation, and upgrading of computer hardware and software;

Provides leadership in developing and implementing a common hardware and software policy;

Correlates district use of BOCES educational computing, audiovisual, and printing services as well as special services from computer vendors;

Coordinates the effective services provided by technology support staff;

Recruits, selects, assigns and evaluates personnel;

Markets new and existing departmental services;

Assigns and directs personnel in accomplishing special technical projects;

Develops and administers the department's budget.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of computers and related information services and database systems; good knowledge of competitive technological purchasing procedures; ability to convey technological information to staff in an understandable manner; 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; ability to perform mathematical computations; 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; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency

diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Information Technology, Computer Science or other information technology/computer science field, plus four (4) years paid full-time or its part-time equivalent professional\* experience in purchasing computer hardware and software, or installing and repairing network communications equipment, or managing local area networks, or computer project coordination, or coordinating the installation and upgrading of computer hardware and software, one (1) year of which must have included experience in a lead supervisory capacity\*\* or higher, over computer technological staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the above mentioned fields, plus six (6) years experience as defined in (A) above, one (1) year of which must have included experience in a lead supervisory capacity\*\* or higher, over computer technological staff; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus six (6) years experience as defined in (A) above, one (1) year of which must have included experience in a lead supervisory capacity\*\* or higher, over computer technological staff; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

\*Professional, for the purposes of these minimum qualifications, does not include clerical, secretarial, reception work, maintenance, manual labor or related fields.

\*\*Lead supervisory capacity, for the purposes of these minimum qualifications, is defined as someone who participates in and oversees projects, or directs and coordinates the work of others.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** May 4, 2000  
**REVISED:** September 4, 2003  
**REVISED:** April 3, 2008

**ADDITIONAL INFORMATION:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Per Chapter 180 of the Laws of 2000, and by 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 required.