

TECHNOLOGY ACQUISITION COORDINATOR

Code No: 4-20-043
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an information technology position in a school district responsible for coordinating the acquisition, distribution, installation, and upgrade of computer hardware and software equipment. Duties include overseeing the purchase of computer hardware and software related supplies. The employee reports directly to, and works under the general supervision of the Director of Information Technology or other higher level staff member. 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.)

Conducts research and obtains price quotes of computer hardware, software and contracted services;

Evaluates the cost impact of standard and special project purchases of computer hardware, software and contracted services;

Creates purchase requisitions for vendor and/or Board of Cooperative Educational Services (BOCES) purchases;

Advises technical support staff on the appropriate installation methods, schedule and availability of computer hardware and parts;

Establishes and coordinates the equipment and software installation plan for technical support staff;

Monitors service warranty work and replacement of defective technology parts;

Provides input into the development of the annual technological budget for service contracts, technical hardware, software and supply needs;

Reconciles expenses against approved blanket purchase orders;

Assists in the development of a replacement plan for technical hardware and software renewals;

Maintains the technology parts inventory and replenishes stock as needed;

Coordinates disposal of obsolete equipment according to established replacement plan;

Develops and maintains effective working relationships with internal and external vendors and customers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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 technological support staff; ability to perform mathematical computations; ability to meet and deal effectively with vendors and suppliers; ability to plan and maintain installation schedules; ability to conduct relevant research; ability to coordinate materials handling and distribution of related inventory; ability to maintain inventory of computer hardware, software, and related items; ability to assist with the development of a replacement plan for software and hardware ; ability to reconcile

monetary discrepancies; organizational ability; ability to establish and maintain effective working relationships; ability to provide relevant input regarding a technological budget; ability to dispose of equipment properly and in a secure manner; 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 an Associate's degree in a computer science or information technology field, or Business Administration, Business, Business Management or a closely related business field plus three (3) years paid full-time or its part-time equivalent experience purchasing* information technology parts, equipment and software; OR,

(B) Five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*For the purposes of these minimum qualifications, purchasing duties must include ALL of the following: ordering, receiving and expediting information technology parts, equipment and software.

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: October 8, 2009

REVISED: May 5, 2016