

ASSISTANT DIRECTOR OF TECHNOLOGY (BOCES)

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position involving responsibility for assisting the Director of Technology (BOCES) with the overall administration of the department. Areas of responsibility include personnel, program development, budget preparation and public relations. Work is performed under the general supervision of the Director of Technology (BOCES) with leeway allowed to exercise independent judgement in carrying out the details of the work. Supervision is exercised over subordinate professional, technical, and clerical personnel within the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and type of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assist with the coordination of technology projects for Dutchess BOCES and component school districts;
2. Assists with screening applicants and interviewing prospective employees;
3. Assist the Director of Technology (BOCES) with the overall administration of the department by supervising, providing guidance and direction to department staff;
4. Provide administrative coverage;
5. Assists in the preparation of the annual budget, which involves projecting services, expenditures, staffing patterns, the selection and purchase or lease of all hardware, software and related equipment supplies for BOCES and component school districts;
6. Assists and advises the Director and component school districts regarding program development and planning;
7. Assists in ensuring that Dutchess BOCES, component schools, and programs and services comply with State laws;
8. Assists in updating and maintaining departmental policies and procedures;
9. Assists in coordinating and defining all district, county and regional technology-related projects;
10. Consults with local district personnel on the implementation of technological initiatives and explains available programs and services;
11. Advises the Director of departmental issues and concerns as they arise.
12. May attend conferences and training as needed, including regional meetings to promote collaboration and efficiencies with BOCES and component school district in place of the Director of Technology.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and practices of providing technical services and programs; good knowledge of the district's programs, goals, policies and procedures; good knowledge equipment and procedures used in services and projects performed by department; good knowledge of the principles and practices of administering technological programs inclusive of program development and implementation; good knowledge of personnel practices and procedures; ability to establish and maintain effective working relationships with other educational agencies, professional groups, private agencies and district staff; ability to plan, organize and supervise the work of subordinate employees; ability to effectively explain the purposes and results of the district's programs to interested parties; ability to communicate both orally and in writing; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- Either: (A) Graduation from a regionally accredited or New York State approved college or university with a Master's Degree in Business Administration, Computer Science, Computer Information Systems, Communications, Technology or related field and three (3) years of experience in integrating technology and/or providing technology services in an educational environment, one (1) of which shall have been in a supervisory capacity;
- OR: (B) Graduation from a regionally accredited or New York State approved college or university with a Bachelor's degree in Business Administration, Computer Science, Computer Information Systems, Communications, Technology or related field and five (5) years of experience as outlined in (A) above.

NOTE: Your degree or college credit 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.

ADOPTED: 07/29/2021