INFORMATION TECHNOLOGY PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the development, implementation, coordination and administration of various Information Technology projects for either Broome-Tioga BOCES component schools or the Broome County Department of Information Technology. The incumbent when employed with Broome-Tioga BOCES works with the component schools on projects from development through implementation. Work is performed under direct supervision of the Director of Information Services, Assistant Director of Information Services, or the Manager of Technical Support Services with leeway allowed or the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists with information technology projects including the identification of project scope, selection of vendors, negotiation of vendor contracts and price agreements, and writes and submits final project proposals for funding review and approval;

Reviews and evaluates project plans, design documents and other technical documentation and sets schedules needed to successfully initiate and accomplish IT projects;

Coordinates purchasing activities to assure conformance to project specifications;

Participates in long-term and short-term departmental IT strategic planning;

Plans, organizes and coordinates the maintenance of desktop hardware and software systems by technical support staff in meeting needs of the component district or various departments;

Assigns work, provides instructions answers questions, determines priorities, and balances workload problems while ensuring quality and customer service standards;

Oversees the organization and development of appropriate system documentation;

Develops training plan for technicians and specialists;

Provides direction, support, and schedules for all technicians and specialists assigned to district;

Communicates with supervisor regarding staffing needs and employee issues;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of information technology project management procedures;
Thorough knowledge of current innovations and technology in information systems;
Good knowledge of the principles and practices of public administration and budgeting;
Good knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking;
Good knowledge of the components of a technical environment, i.e. network hardware and software, server applications, etc;
Ability to establish and maintain effective working relationships;
Ability to negotiate contracts with vendors;
Ability to establish and maintain effective working relationships;
Ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities;
Ability o coordinate multiple initiatives simultaneously;
Ability to follow complex oral and written instructions;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to plan, compile and prepare comprehensive statistical and narrative reports;

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and:

   One (1) year experience in the installation of micro-computer hardware and software and the configuration and administration of local and wide area networks, including the coordination and implementation of information technology projects; or

B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and :

Three (3) years' experience involving the installation of micro-computer hardware and software and the configuration and administration of local and wide area networks, one (1) year of which must have included the coordination and implementation of information technology projects; or

C) Five (5) years of experience involving the installation of micro-computer hardware and software and the configuration and administration of local and wide area networks, one (1) year of which must have included the coordination and implementation of information technology projects; or

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

SUBSTITUTIONS: 1) One year of experience stated above may be substituted for a current Broome-Tioga BOCES employee with successful completion of thirty (30) hours of recent (within the last twelve months) approved subject matter related to SCRIC Academy coursework. 2)An additional year of experience stated above may be substituted for ongoing development opportunities to assist with applying the SCRIC Academy coursework.

SPECIAL REQUIREMENT: Depending on the job location and/or department, possession of a valid driver's license to operate a motor vehicle in the State of New York may be required at time of appointment.

SPECIAL REQUIREMENT: Per 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 for the State of Education Department is required.

Special Note: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.

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