

DIRECTOR OF TECHNOLOGY (BOCES)

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 Deputy Superintendent or other designated administrative staff member. General supervision is exercised over a technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises technical purchasing, central and administrative operations;

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

Supervises and coordinates calendars and work schedules for all shared technical staff;

Manages 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;

DIRECTOR OF TECHNOLOGY (BOCES)**Page 2**

Represents the BOCES at the four (4) county Joint Management Team;

Assigns and directs personnel in accomplishing special technical projects; and

Develops and administers the technology budget, including creating and monitoring the 5-Year

Technology Equipment Acquisition Plan.

FULL PERFORMANCE KNOWLEDGES, 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 to districts, as well as works 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; and good judgment.

MINIMUM QUALIFICATIONS: 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 technical staff; or

DIRECTOR OF TECHNOLOGY (BOCES)**Page 3**

- (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 technical staff; or
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) 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 technical staff; or
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

*Please Note: *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.*

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASSPLAN\DIRECTOROFTECHNOLOGY(BOCES).DOC

Originated: 2/20/2026

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 2/23/2026