

INFORMATION TECHNOLOGY ADMINISTRATIVE COORDINATOR 49-P

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of diversified tasks in support of the managerial and administrative functions of the Division of Information Technology Services. In many instances, the work of an employee in this class serves as the basis for administrative decisions. The incumbent will be responsible for performing and/or overseeing a broad range of tasks, such as maintaining PC and PC related inventory equipment for County departments, monitoring contract compliance and warranties, payroll/timekeeping supervision as well as other assigned duties. Work is performed under the supervision of The Chief Information Officer (CIO) with leeway for independently performing most duties of the position.

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.*

Represents CIO to act as liaison with vendors, consultants, public, County management and employees to provide or obtain accurate information for CIO use;

Maintains PC and PC related equipment inventory and prepares PC billing;

Supervises and maintains records of operational expenses and revenue, updating departmental budget spreadsheets, matching same to countywide financial application;

Coordinates and monitors all County equipment requests for lease/purchase relating to technology related equipment, including quotes, requisitions, purchases, returns, replacements, warranties, payments, maintenance and contractual documents to ensure accurate compliance with all related lease/purchase;

Tracks and logs all incoming/outgoing correspondence and prepares general correspondence, reports and meeting minutes for the department and various committees, utilizing computer software and e-mail programs;

Maintains department electronic and paper file plan (creating folders, scanning files, filing electronic records and filing paper copies);

Recommends changes in methods, procedures and organization to increase efficiency in department operations;

Schedules meetings, conferences and appointments and briefs CIO on subject matters prior to meetings;

Reviews staff attendance and leave time requests;

Assists in preparation of department operational expenses and revenue;

May be available as back-up to instruct new employees as well as Help Desk personnel, as needed;

Performs related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of administrative and managerial functions involved in departmental operations; good knowledge of business arithmetic and English; good knowledge of customer service and satisfaction record keeping and complaint tracking; ability to prepare accounting and budgetary spreadsheets using a variety of computer programs; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to present ideas clearly, both

orally and in writing; ability to establish and maintain effective working relationships with others; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher and one year experience in business administration, public administration, accounting or a related field which shall have included operating a computer system in a network environment; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree and three (3) years experience as described in (A) above; or
- (C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

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.

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Originated:05/04/07

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in "Z" Draft on 5/24/07

Removed from Draft and placed in Classplan on 6/27/07

Revised and Replaced in Classplan: 2/10/2023

Revised and Replaced in Classplan: 7/7/2023

Revised and Replaced in Classplan: 4/8/2025 (Edu)