

INFORMATION TECHNOLOGY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration, maintenance, repair of a local area network operation including the performance of technical duties. The incumbent will also be responsible to design, develop and implement computer training courses for students. Work is performed under general supervision with wide leeway for independently performing the duties of the position. Supervision is exercised over staff assigned to perform and/or teach data management functions.

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.*

Coordinates the installation, configuration, maintenance and troubleshoots agency application software;

Designs, develops and implements training courses for various computer certification programs such as Cisco, Microsoft and MOUS;

Designs, develops and maintains facility resources for implementation of technology courses for all computer labs and classrooms;

Assists staff and administrator in the customized development of computer application programs and technology class offerings.

Supervises and directs staff assigned to perform data entry and report production functions, including brochure production;

Develops and designs instructional materials for students and staff and reviews commercial materials to determine applicability to course work;

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Designs and supervises the implementation of procedures to insure integrity and security in the management of data;

Tests and modifies new system software;

Assists in the budget process;

Serves as an advisor to committees as assigned by superiors.

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

TERISTICS: Thorough knowledge of the various technology trends, including hardware and software; Thorough knowledge of current principles and practices within the technology field; Thorough knowledge of Internet and Intranet applications/programs; Thorough knowledge of wide and local area networks; Thorough knowledge of the terminology used in the electronic technology field; Thorough knowledge of database and spreadsheet design and implementation; Thorough knowledge of the design and implementation of multi-level networks across multiple platforms; Thorough knowledge of computer assisted drafting and design (AutoCAD); ability to express self clearly both orally and in writing; ability to gain and maintain the confidence and cooperation of others; skill in following and applying written directions expressed as generalized operator instructions; good judgment; and integrity.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Computer Science, Computer Systems Management or Information Systems Management or a related field and

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- (B) Five (5) years of experience in the field of systems analysis or programming, two years of which must have been in a responsible supervisory or administrative capacity; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science, Computer Systems Management or Information Systems Management or a related field and seven (7) years of experience in the field of systems analysis or programming, two years of which must have been in a responsible supervisory or administrative capacity; or
- (D) Graduation from high school or possession of a high school equivalency diploma and eleven years of experience as described in (A) and (B) above.

***QUALIFYING EXPERIENCE:** must have been FULL TIME PAID EXPERIENCE in the field of system analysis or programming including but not limited to participation in such areas as the design and implementation of computer systems (including feasibility studies); the generation of system specification, the development of test data, systems testing, parallel testing pilot projects and post-installation follow-up. Programming experience is acceptable as qualifying if performed in conjunction with related analysis duties.*

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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Last Reviewed: 08/01/00

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/10/2023

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