

[Go Back](#)

NASSAU COUNTY

Title : COORDINATOR OF COMPUTER SERVICES

SCHOOL DISTRICTS

Code: 030170 BSK

CLASS SPECIFICATION

Page : 1 of 2

Competitive

GENERAL STATEMENT OF DUTIES

Coordinates all computer services in a school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in implementing and developing methods and procedures to provide computer services.

TYPICAL DUTIES

- * 1. Develops and implements in-service training of staff in area of computers.
- * 2. Maintains and adapts the district's software to ensure its compatibility with hardware.
- * 3. Corrects technical errors in district-owned software to prevent programming and operational difficulties.
- 4. Maintains updated inventory of the district's software according to subject areas and grade levels.
- * 5. Surveys, evaluates, and determines feasibility of various hardware and software alternatives.
- * 6. Interfaces with vendor representative.
- * 7. Assists in modifying and refining materials for implementation of computer education curriculum.
- * 8. Monitors the installation of computer hardware and peripheral equipment to ensure efficient operation.
- * 9. Performs routine maintenance tasks for cleaning and servicing of equipment.
- 10. Arranges for warranties and major repairs when outside service is required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of current principles, methods, and techniques of electronic data processing.
2. Considerable knowledge of the capabilities, application, and operation of current computer hardware and software.
3. Knowledge of the principles, methods, and techniques of systems analysis and forms and record control.
4. Ability to analyze and resolve complex problems involving electronic data processing and files management.
5. Ability to maintain the computer in working order.
6. Ability to express oneself effectively, both orally and in writing.
7. Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS

Training and Experience

Three years of satisfactory experience in one of the following areas:

1. Systems analysis and computer programming
 2. Hardware and/or software evaluation
 3. Technical support
 4. Supervision of computer operations.
- and, either

A. Bachelor's degree from a regionally accredited or New York State registered college or university;

or

B. Completion of twenty credit hours in a computer field.

NOTE: Experience, as outlined above, in excess of the three-year requirement, may be substituted for college education in (A) above.

[Go Back](#)