

[Go Back](#)

NASSAU COUNTY

**Title : DIRECTOR, REGIONAL BOCES
INFORMATION CENTER**

SCHOOL DISTRICTS

Code: 030152 BRM

CLASS SPECIFICATION

Page : 1 of 2

Competitive

GENERAL STATEMENT OF DUTIES

Directs the operation of the regional BOCES data processing information center as part of the State Educational Information System. The Center services area school districts and BOCES by providing data processing and storage facilities for personnel records, payroll, accounting, scheduling, census and other applications. The Center is linked to a Statewide system of Educational Information Services; performs related duties as required.

COMPLEXITY OF DUTIES

Under the general direction of a BOCES Superintendent this is an administrative and technical position involving responsibility for directing the activities of the BOCES Information Center. Assistance is available from both a local steering committee and the Statewide Computer Services Coordinator. Supervision is exercised over the staff of the BOCES Information Center.

TYPICAL DUTIES

1. Conducts research for application of the electronic data processing equipment to education administration needs.
2. Develops new applications for the use of available information and data.
3. Directs the scheduling, use, and programming of data processing equipment to accomplish maximum utilization of personnel and equipment.
4. Makes recommendations for revisions of the input and output data and data storage.
5. Supervises and trains the Center's staff in existing and new procedures.
6. Provides State Education Department information and reports as required.
7. Coordinates the facilities and functions of the BOCES Information Center with the various BOCES and school districts within the region.
8. Maintains a continuing review of the functions of the BOCES Information Center to insure effective, timely, accurate, economical, and efficient operation.
9. Attends and conducts conferences, meetings, and seminars relating to the adaptation of data processing equipment in the educational field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of current computer and data processing equipment, its application, and limitations.
2. Thorough knowledge of programming languages and techniques.
3. Thorough knowledge of current practices in the application of data processing to budgeting, class scheduling, pupil personnel services, personnel staffing, payroll, and record keeping.
4. Thorough knowledge of the principles of administration and supervision.

5. Considerable knowledge of accounting principles as related to E.D.P.
6. Ability to plan, organize, and direct the work of a large staff.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to establish and maintain effective working relationships with staff, other school districts, administrators, and relevant State Education staff.