

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : FIELD SYSTEMS COORDINATOR
Code: 030155 BRP
Page : 1 of 2
Competitive

GENERAL STATEMENT OF DUTIES

Under general supervision of New York State Educational Information System Project Director, install, adjust and maintain specific systems assigned to the regional computer service center in other regional computer centers throughout the state; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision this is a field position calling for the use of independent judgment in the installing and adjusting of data processing systems already developed and tested locally.

TYPICAL DUTIES

1. Coordinates activities involved in converting a regional data processing center and/or a school district from a manual or existing automated system to the statewide program.
2. Conducts training sessions with and for school district principals, business administrators, clerks and data processing personnel.
3. Designs and prepares instructional material (written and audio-visual).
4. Assists in the preparation of cost comparison and pricing structures of data processing services.
5. Maintains the New York State Educational Information System library of software and documentation.
6. Maintains awareness of new programming techniques and developments for possible application to school districts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the current principles, practices and methods of data processing.
2. Considerable knowledge of the use and capabilities of data processing machines and equipment for school district.
3. Considerable knowledge of principles and practices of methods and procedures analysis.
4. Knowledge of program requirements for conversion of school and business applications to electronic data processing.
5. Knowledge of methods, principles and practices of accounting and statistics.
6. Ability to analyze and comprehend complex data processing problems and to make recommendations concerning their solution.
7. Ability to express ideas clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university
and

Two years of satisfactory experience as a systems analyst or programmer in electronic data processing.

NOTE: Experience as outlined above in excess of the two years may be substituted for college education on a year-for-year basis up to a maximum of four years.

[Go Back](#)