

## **INFORMATION TECHNOLOGY PROJECT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the development, implementation, coordination and administration of various Information Technology projects for BOCES component schools. The incumbent works with the component schools on projects from development through implementation. Work is performed under direct supervision of the Director of Information Services for the Manager of Technical Support Services with leeway allowed or the use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists schools with information technology projects including the identification of project scope, selection of vendors, negotiation of vendor contracts and price agreements, and writes and submits final project proposals for funding review and approval;

Reviews and evaluates project plans, design documents and other technical documentation and sets schedules needed to successfully initiate and accomplish IT projects;

Coordinates purchasing activities to assure conformance to project specifications;

Participates in long-term and short-term departmental IT strategic planning;

Plans, organizes and coordinates the maintenance of desktop hardware and software systems by technical support staff in meeting needs of the component district;

Assigns work, provides instructions answers questions, determines priorities, and balances workload problems while ensuring quality and customer service standards;

Oversees the organization and development of appropriate system documentation;

Develops training plan for technicians and specialists;

Provides direction, support, and schedules for all technicians and specialists assigned to district;

Communicates with BOCES supervisor regarding staffing needs and employee issues;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of information technology project management procedures;

Thorough knowledge of current innovations and technology in information systems;  
Good knowledge of the principles and practices of public administration and budgeting;  
Good knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking;  
Good knowledge of the components of a technical environment, i.e. network hardware and software, server applications, etc;  
Ability to negotiate contracts with vendors;  
Ability to establish and maintain effective working relationships;  
Ability to exercise good judgment in evaluating situations, making decisions, and establishing priorities;  
Ability to coordinate multiple initiatives simultaneously;  
Ability to follow complex oral and written instructions;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to plan, compile and prepare comprehensive statistical and narrative reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and:

One (1) year experience in the installation of micro-computer hardware and software and the configuration and administration of local and wide area networks, including the coordination and implementation of information technology projects;  
or

B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and :

Three (3) years experience involving the installation of micro-computer hardware and software and the configuration and administration of local and wide area networks, one (1)

year of which must have included the coordination and implementation of information technology projects; or

- C) Five (5) years of experience involving the installation of micro-computer hardware and software and the configuration and administration of local and wide area networks, one (1) year of which must have included the coordination and implementation of information technology projects; or
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.