



JOB POSTING #142
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
APSUE Employment Opportunity

Date of Posting: May 31, 2019

Position(s): Information Technology Specialist

Location(s): District Wide

Requirement(s): Transfer or Appropriate Civil Service Exam
For a Civil Service test application and study guide contact:
City of Albany Civil Service
24 Eagle Street, Room 301
Albany, NY 12207

Salary: Competitive, per contract

Deadline for Applying: June 14, 2019, 4:00 pm

Qualifications:

- Graduation from a regionally accredited two-year or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree in computer science or a related field AND three (3) years of full-time paid experience in information systems and/or database management; OR
- Graduation from a regionally accredited two-year or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in computer science or a related field, AND five (5) years of full-time paid experience in information systems and/or database management; OR
- Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Summary:

This position reports to the district Data Coordinator, and provides end user training and data management and oversight support to over 1,800 City School District of Albany staff. In essence, the Information Technology Specialist will serve as technical and procedural custodian over a vast landscape of data and information systems used by the District.

Major Responsibilities and Duties:

To perform this job successfully, an individual must be able to perform each of the outlined major responsibilities and duties satisfactorily. The responsibilities mentioned are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions of the position:

- Analyze end-user needs and propose, create and implement technical solutions in alignment with district goals;
- Document, train and support end users on use of district systems and solutions;
 - Presentation of materials to small groups
 - Training activities
 - Written instructions, web pages and training videos
- Support integration strategies for disparate district systems;
- Identify and address end user training deficits related to information systems and related processes.

Essential Skills and Abilities:

- T-SQL and other database languages and syntax
- Data systems integrations
- Report writing (Crystal Reports, COGNOS, etc.)
- Business Intelligence (BI)/ data modeling
- Web development (.NET, ASP, PHP)
- Technical writing/documentation
- Strong interpersonal skills
- Problem-solving
- Collaborator/team oriented
- Awareness of NYS data privacy and data warehouse reporting requirements

All applications will be accepted through OLAS

<https://www.pnwbooces.org/TeacherApplication/>

Email: humanresources@albany.k12.ny.us

City School District of Albany
Office of Human Resources
Academy Park
Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.