



JOB POSTING #140
PLEASE POST

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

<u>Date of Posting:</u>	January 4, 2018
<u>Position(s):</u>	Technology Coordinator
<u>Location:</u>	District Wide
<u>Salary:</u>	\$95,000 - \$100,000, based on experience
<u>Effective Date:</u>	February 5, 2018
<u>Deadline for Applying:</u>	January 19, 2018

Summary: This supervisory position, under direction of the Assistant Superintendent for Assessment, Accountability and Technology Innovation, requires the exercise of considerable independent judgment in coordinating, organizing, and directing technical subordinates engaged in all aspects of information technology management. The incumbent plans, coordinates, directs and designs all operational activities of the technology department and works closely with decision makers and district leaders to identify, recommend, develop, implement, and support effective technology solutions for all aspects of the organization in accordance with set policies. This is a competitive Civil Service position.

Major Responsibilities and Duties:

- Oversee all current technology operations including management of workstation/desktop support, Internet connectivity and filtering, network architecture and security, IP telephone, equipment repair, audio visual needs, support for wireless and telecom infrastructure.
- Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
- Supervise the implementation of applications development and network infrastructure strategies at an enterprise level, over multiple hardware and software platforms.
- Manage IT project phases including needs assessment, priority-setting and delivery of project results including resources, timelines, workload planning, and budgets. Assist in the development of department budget and monitor expenditures.
- Oversee technology hardware and software need justifications, cost, technical requirements, specifications, procurement, licensing, maintenance, upgrades, and inventorying. Coordinate

hardware and software disposition as it becomes obsolete, and inventory as new equipment is purchased.

- Maintain and implement technology services policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision, in accordance with District goals and Board policies.
- Disseminate district technology plan, initiatives, and progress throughout the school community via news bulletins, electronic mail, presentations at district, building level staff, and community meetings.
- Provide leadership in devising and implementing common district hardware and software acquisition business rules. Direct the establishment and maintenance of essential records, reports and files.
- Provide strategic planning and oversight for external funding sources such E-Rate and Smart Schools Bond Act allocations. Participate in negotiation of contracts and service level agreements with outside technology vendors.
- Disseminate information to teachers, administrators and other appropriate district staff about emerging technologies, uses of computers in instruction and actual uses of technology in the district.

Other Responsibilities: Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) in Computer Science or Information Systems and four (4) years of experience in the operation of an information technology department of which two (2) years of must be in a supervisory or administrative role; **OR**
- Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science or Information Systems and six (6) years of experience in the operation of an information technology department of which two (2) years of must be in a supervisory or administrative role; **OR**
- Graduation from high school, or possession of a high school equivalency diploma, and eight (8) years of experience in the operation of an information technology department of which two (2) years of must be in a supervisory or administrative role; **OR**
- An equivalent combination of training and experience as indicated above.

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.