



Position:	Information Technology Aide –Full-time, 12 Month, 7.5 hr/day, Non-Unit, Competitive Civil Service position
Location:	Otsego Area Occupational Center in Milford, NY.
Responsibilities & Qualifications:	<p>The success candidate will be responsible for technology purchases for ONC BOCES and component school districts including managing invoices, payments, purchasing agreements and budgeting. Other primary responsibilities will include orientation of new staff in regards to technology equipment and software, student and staff IDs and assisting with developing training materials on software and technology.</p> <p>Qualifications: Excellent computer technology skills which must include a strong knowledge of Excel, organization skills, the ability to communicate effectively orally and in writing, the ability to prioritize and multi-task and the ability to understand and follow oral and written instructions required.</p> <p>Minimum Civil Service Qualifications:</p> <ul style="list-style-type: none"> • Graduation from high school or possession of a high school equivalency diploma and one (1) year of course work in computer science or related field.
Starting Salary:	\$25,000 - \$28,000; based on education and experience.
Apply To:	www.olasjobs.org/southern
Additional Information:	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>