



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

**Start Date:** August 2021

**Location:** Expected  
Andes CSD and  
Morris CSD

**Application Deadline:**  
August 12, 2021

**Salary:** \$35,00—\$45,000  
commensurate with  
education and experience

### **NCOC**

2020 Jump Brook Road  
P.O. Box 382  
Grand Gorge, NY 12434  
(607) 588-6291

### **OAOC**

1914 County Route 35  
Milford, NY 13807  
(607) 286-7715

### **Center Street School**

31 Center Street  
Oneonta, NY 13820  
(607) 431-2562

## ***Microcomputer Specialist***

One (1) full-time position available. This is a 12-month, 7.5-hour day, Non-Unit, competitive Civil Service position.

## ***Qualifications and Responsibilities***

(a) Graduation from a New York State registered two-year college or university with an Associate's Degree in Computer Science or a closely related field; or (b) two years of full-time paid experience in personal computer system analysis and/or adapting software for users; or, (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

Responsibilities will include but are not limited to: integrating new systems into the current hardware/software systems and manual/paper systems in use; train staff in use of word processing, database, spreadsheet, utility and other software; responding to user problems and questions on system and software operational problems; collect information from the department requesting computer support to determine current operation and identifying the basic requirements; defines and researches the problem in terms of conditions, logical relationships, system constraints, compatibility requirements, basic objectives related manual processes, space, impact on resources, etc.; design the system for department use by specifying hardware, software, files, screens, interactive programs, batch programs, macros, etc.; and develops appropriate tests to assure the system's reliability; loads operating system software and batch programs.

## ***Application***

We encourage qualified applicants to submit their resumé, application, transcripts and references to: [www.olasjobs.org/southern](http://www.olasjobs.org/southern)

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.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

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.

[humanresources@oncboces.org](mailto:humanresources@oncboces.org)

[www.oncboces.org](http://www.oncboces.org)

*ONC BOCES is an Equal  
Opportunity Employer*

## ***Qualifications and Responsibilities, continued***

**Distinguishing Features of the Class:** This is a technical position focused on adapting microcomputers to department and user needs. Working with various departments or units within a department, as needed, the incumbent works from problem definition to implementation and support for the system designed. The work includes the application of both hardware and software to meet the specific needs of the department. The employee works under general supervision; does related work as required.

### **Typical Work Activities:**

Collects information from the department requesting computer support to determine current operation and identifying the basic requirements;

Defines and researches the problem in terms of conditions, logical relationships, system constraints, compatibility requirements, basic objectives, related manual processes, space, impact on resources, etc.;

Designs the system for department use by specifying hardware, software, files, screens, interactive programs, batch programs, macros, etc.;

Integrates new system into the current hardware/software systems and manual/paper systems in use; Develops appropriate tests to assure the system's reliability;

Assembles and installs microcomputer systems including connection of central processing unit with all peripheral equipment such as printers, displays, and external disk drives;

Installs and upgrades software packages;

Loads operating system software and batch programs;

Tests and adjusts software during parallel operation with the current system; Develops and documents operational procedures;

Trains staff in use of word processing, database, spreadsheet, utility and other software;

Maintains a library of manuals, documentation, publication, etc., maintains inventory data, daily transaction log for monthly billings;

Prepares operation manuals for users, and other written materials such as memoranda, progress reports and proposals;

Responds to user problems and questions on system and software operational problems. May occasionally perform various computer and printer operations.

### **Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of the principles, techniques and concepts utilized in microcomputer system analysis; good knowledge of microcomputer capacities, programming principles, techniques and concepts; good knowledge of the operation and utilization of word processing equipment; good knowledge of office terminology and procedures; good knowledge of principles and practices of office automation; ability to perform close detail work; ability to train others in the operation of microcomputer and word processing equipment; ability to prepare written material such as documentation for programs and system configuration, memoranda and progress reports; tact; courtesy; analytical ability; ability to follow complex written or oral instructions; physical condition commensurate with the demands of the position.