



**OTSEGO NORTHERN CATSKILLS**  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



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

ONC BOCES is seeking a Microcomputer Specialist to provide technology services to select ONC BOCES component school districts.

Qualified candidates will have the below minimum Civil Service requirements:

- (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).

An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Salary: \$45,000—\$55,000

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:  
[humanresources@oncboces.org](mailto:humanresources@oncboces.org)

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

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, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law 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.

### **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 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.