



People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields and build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

**Position:** Communications Specialist—Anticipated: Full-time, 12-month Non-Unit, competitive Civil Service position.

**Location:** Anticipated locations will be Andes Central School and Morris Central School.

**Qualifications:** Minimum Qualifications:

- (a) Graduation from a NY State registered college or university with a Bachelor’s degree in Computer Science and two (2) years of full time experience in the design, installation, repair and maintenance of computer network components and microcomputer components; or
- (b) Graduation from a NY State registered two-year college or university with an Associate’s Degree in Computer Science and four years of experience as outlined above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six years of full time experience as outlined in (a) above;
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Valid NYS driver’s license required.

**Responsibilities:** The successful candidate will be responsible for a wide range of design, installation, and maintenance of computer network components and microcomputer components.

**Application Deadline:** June 1, 2021

**Salary:** \$50,000—\$55,000; based on education and experience.

**Apply To:** [www.olasjobs.org/southern](http://www.olasjobs.org/southern)

**Further Information Contact:** [humanresources@oncboces.org](mailto:humanresources@oncboces.org)

**Additional Information:** 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.

## **Civil Service Job Description:**

***Distinguishing Features of the Class:*** This position is technical in nature involving the coordination of the design, installation and operation of a countywide computer communication network. The work includes the configuration and installation of end user hardware/software, both independently and in relation to the countywide communication network. The incumbent works under general supervision with wide leeway for independent decision-making. The incumbent is also responsible for the supervision of subordinate personnel; does related work as required.

### ***Typical Work Activities (Illustrative Only):***

Acts as liaison between the Management Information Systems (MIS) Department and all County departments and other users regarding data communications and networking technical issues;

Is responsible for the configuration, installation and maintenance of end user data communications hardware/software;

Coordinates the design, installation and operation of countywide computer communications, especially networks;

Makes modifications to networks, problem determinations and resolutions;

Works with end users and departments to configure, monitor and modify user accounts, directories, and file access rights as well as server directory and file organization using the network operating system;

Coordinates migration of file and applications from other system to the network;

Trains end user work groups in the appropriate use of microcomputers, printers, and various software applications and micro-mainframe;

Performs capacity planning, develops procedures and makes use of tools to maintain and improve computer network performance;

Assists end user in the evaluation, selection and installation and training for microcomputers and data communications equipment;

May supervise the work of subordinate personnel.

***Full Performance Knowledge, Skills and Abilities:*** Working knowledge of various operating systems (i.e. Microsoft Windows Server, Microsoft Windows Desktop); working knowledge of various software applications (i.e. Microsoft Word, Access, Power Point, Visio, Excel, Crystal Reports, Corel Draw); working knowledge of various disk utilities, diagnostic, anti-viral and file recovery software products; working knowledge of client/server network operating system software and network application software; good knowledge of the principles, techniques and concepts utilized in microcomputer and networking systems; 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, installation, maintenance, memoranda and progress reports; tact; courtesy; analytical ability; ability to follow complex written or oral instructions; physical condition commensurate with the