

NOTICE OF VACANCY (*Anticipated*)

POSITION: Management System Specialist (Anticipated Opening July 1, 2017,  
12 Month Position- full-Time)

LOCATION: Currently located BOCES-Wide

- DUTIES:
- Responsible for performing high level clerical work requiring technical ability in maintaining computer systems and applications use in school districts and BOCES administration.
  - Maintains support over student information and financial software programs, database and reporting functions, web editing software, document design software, creating and formats presentations and slideshows and similar.
  - Assists in maintaining BOCES inventory of computer systems, software, peripheral devices and other equipment.
  - Coordinates technology purchases for the school districts and BOCES.
  - Attends technology seminars and computer technical workshops.
  - Works with programming and systems personnel to resolve computer related problems and assisting with updating software version, re-booting, applying software patches, etc.
  - Performs basic procedures required for processing/maintenance of administrators, staff, teachers, and student computer systems and applications in use in the school districts and BOCES, including creating user accounts, resetting passwords, troubleshooting and providing support to users as necessary.
  - Performs administrative tasks which may include attendance at administrative staff meetings and general program administration.

GENERAL  
QUALIFICATIONS:

Applicants must meet Franklin County Civil Service criteria as a Computer Technical Support Specialist.

Knowledgeable of principles and practices of various computer applications and software packages, hardware, and peripheral devices; ability to have good technical aptitude and stay current with changes in technology; ability to accurately maintain a variety of time-sensitive, web-based public access sites; ability to install, configure, maintain, repair and upgrade a variety of computer hardware and software; ability to establish and maintain an effective working relationship with both staff, teachers, department heads, and school and BOCES officials; ability to prepare and conduct training seminars; ability to organize, interpret and use forms, records and documents in the administration of schools and BOCES programs.

- (A) Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's Degree in computer science, data processing, information systems, or related field; or
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in computer science, data processing, information systems, or related field; and two (2) years of work experience which included computer operations or data processing; or
- (C) Graduation from a high school or possession of a comparable diploma and four (4) years of work experience which included computer operations or data processing; or
- (D) An equivalent combination of training and experience as defined by the Limits of (a), (b), and (c) above.

STARTING DATE: July 1, 2017

BENEFITS: Pursuant to the Salary and Benefit Policy Confidential Employees

SALARY: Competitive Based on Education and Experience

APPLICATION  
PROCEDURE:

1. Submit a letter of application or call:  
Stephen T. Shafer, District Superintendent  
Franklin-Essex-Hamilton BOCES  
23 Huskie Lane  
Malone, New York 12953  
(518) 483-6420
2. Immediately have a copy of your credentials, including at least three (3) Professional references with telephone numbers forwarded to the above address.

DATE ISSUED: October 31, 2016