BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601

RECRUITMENT BULLETIN # 21-22-63   **TECH SUPPORT SPECIALIST - ANTICIPATED**
AUGUST 2021   **DISTRICT WIDE**

<u>NOTICE OF POSITION</u>

<u>POSITION:</u>
The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

ANTICIPATED TECHNOLOGY SUPPORT SPECIALIST
DISTRICT WIDE

<u>APPLICATION</u>
Candidates must complete an application available to print through the Human Resources Tab
www.poughkeepsieschools.org

<u>QUALIFICATIONS:</u>

EITHER: (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Information Technology, or closely related field and one (1) year of office work experience which primarily involved the management of information and included word processing, database management, and contact with others; OR:
(B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree and two (2) years of full-time work experience in Information Technology, or closely related field which included one (1) year office work experience as described in (A); OR:
(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Information Technology, or closely related field, and three (3) years of full-time office work experience as described in (A); OR:
(D) An equivalent combination of the training and experience as defined by the limits of (A), (B), and (C) above.

<u>DUTIES:</u>
The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This position provides specialized administrative support services to a high level administrator in the technology area of a school district. The administrative duties include record maintenance, database management, staff development, tracking department budget expenses, and updating the school website.

The incumbent will also be responsible for all technology procedures as related to hardware and software inventory and maintenance. The incumbent must be able to work with outside vendors to determine which products and services will best meet the needs of the organization and report on this as necessary. The work is performed under the general supervision of the Director of Technology or equivalent higher level technical administrator. Supervision is not a function of this position.

RESPONSIBILITIES:

The duties of the Technology Support Specialist include, but are not exclusively limited to the following:

 1. Acts as a technical resource for a school district on general administrative matters, or for a special project;
2. Manages the district website with information relating to calendar events, fiscal information, student demographic information, and other data;
3. Cooperates with the school district's Public Relation Officer in keeping the public informed of the work, plans, and achievements of the department and the students;
4. Assists with the department budget; prepares narrative justifications for budget purchases relating to office supplies and expendables; tracks budget expenditures, all hardware and software purchase orders and recommends adjustments as necessary; oversee voucher and billing process for the department;
5. Prepares procedures for all technology equipment, software, and supplies to be sure they are properly cared for, repaired and inventoried;
6. Prepares and processes various documents, correspondence, and reports;
7. Performs routine record maintenance and database management;
8. Meets with outside vendors to investigate new hardware and software through local demonstrations and exhibit centers; will make recommendations and keep department staff aware of the potential use of these new materials;
9. Coordinates computer automation function in an office, including the establishment of guidelines, training in the use of school related software products, troubleshooting for recurring problems, and maintaining system security access.

APPOINTMENT:
Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

*This position will be appointed provisionally. An exam needs to be taken and passed to receive a permanent appointment.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY: Competitive salary based on experience and benefits

EFFECTIVE DATE: As soon as possible after offer of employment

**APPLICATION
DEADLINE:**   Open Until Filled

**SEND RESUME &
LETTER OF
INTEREST TO:**   **https://olasjobs.org/**
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry
Poughkeepsie, New York 12601