

ELECTRONIC COMMUNICATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating the use of distance education electronic communication technologies and equipment which support the learning environment in a component school district or BOCES. An employee in this position is responsible for coordinating the use of equipment, ensuring that the equipment is in optimal working condition and supervising the technical analysis to identify and isolate equipment problems. The work is performed under the general and administrative supervision of an Assistant Superintendent or a comparable position, with leeway allowed in carrying out the details of the work. Supervision may be exercised over technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the use of distance education technologies and ensures that the equipment is in optimal working condition by supervising technical staff and performing technical support and maintenance;

Coordinates and schedules the maintenance of electronic communication technologies and equipment;

Supervises systematic in-depth technical analysis to identify and isolate equipment problems and follows up on the issues to confirm that the problems have been rectified;

Provides training and assistance in the technical aspects of using compressed video and other related technologies;

Provides technical assistance and coordination on the repair of instructional electronic equipment within the district and provides expertise to district personnel;

Coordinates the technical aspects and equipment needs to support staff development and student programs and oversees the installation and/or set-up of such equipment;

Coordinates and provides input into the design and installation of electronic communication technologies and equipment, including the installation of the district intercom (PA) system and video cabling;

Coordinates the scheduling of compressed video and satellite downlink programs and communicates with other providers and users, including the New York State Education Department;

Actively seeks and keeps current on available funding sources that support the expanded use of electronic communication technologies which support student learning and improve the delivery of service programs, while keeping in line with the district's needs;

Keeps current on the aspects of infrastructure, design, equipment and application of technology that supports the learning environment;

Makes recommendations on equipment purchases and assists with bid development and grant applications;

Keeps supervisor informed of issues and courses of action to improve the quality of services and submits weekly status reports on this subject;

Works with supervisor to reevaluate and/or establish procedures to deliver efficient and effective services district-wide;

Maintains effective communication with district contacts to ensure optimal service;

Works collaboratively with other district-wide and/or BOCES technology staff to ensure the quality of services which impact staff development and student programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of various electronic communication equipment such as computers and related computer devices, video equipment, video and audio routers, microphone systems, overhead projectors, recording units, cameras, etc.; working knowledge of current windows-based and web-based office applications; working knowledge of the tools, terminology and safety precautions involved in small equipment repair; ability to supervise the work of others; ability to understand and follow technical instructions; ability to understand and apply schematic diagrams; ability to effectively instruct others on the use of electronic equipment; ability to communicate effectively both orally and in writing; ability to schedule work projects as needed; good hand and eye coordination; manual dexterity; initiative; resourcefulness; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in Computer Science, Electrical Engineering Technology, Information Systems, or a closely related field and three (3) years of full-time paid or its' part-time equivalent experience involving digital/electronic communications systems OR working with electronic and/or electronic-related technology; **OR**

B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in Computer Science, Electrical Engineering Technology, Information Systems, or a closely related field and five (5) years of full-time paid or its' part-time equivalent experience involving digital/electronic communications systems OR working with electronic and/or electronic-related technology; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid or its' part-time equivalent experience involving digital/electronic communications systems OR working with electronic and/or electronic-related technology; **OR**

D. An equivalent combination of training and experience as indicated in A, B and C above.

Special Requirement: At the time of appointment, applicants must possess a valid New York State Driver license, and must maintain licensure throughout employment.

ULSTER COUNTY
2873 EL COM CRD
Classification: Competitive
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Adopted: July 19, 2006