

## ELECTRONIC COMMUNICATIONS TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position involving the responsibility for providing assistance and training on the use of electronic communication technologies and equipment which support the learning environment in a component school district or BOCES. An employee in this class is also responsible for administering and maintaining database software applications. In some cases, the incumbent may also be in charge of designing, producing and maintaining the ID digital badge system for the district. The work is performed under the supervision of a higher level employee, with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not typically a function of this class. 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.

Administers and maintains the database software application for managing classes, students, teachers, facilities and other accountability needs, including student demographics, enrollment, courses, classes, grades and attendance data;

Designs, generates and runs data analysis reports based on administrative needs;

Interfaces with the database software application provider technical support team regarding troubleshooting, problem resolution, installing updates and requests for changes to the application;

Runs mini-staff development workshops on the advanced use of specific computer applications and programs;

Provides training and assistance in the technical aspects of using computers and related technologies that support the learning environment;

Attends to the technical aspects and equipment needs of staff development and student programs;

Organizes, sets-up and troubleshoots the electronic equipment needs of staff development for support of presentations and student programs;

Sets up and maintains computers and other electronic related equipment for the Career and Technical Center;

Assists in ensuring that all computers and related technology are in optimal working condition and keeps supervisors informed of repeated problems and courses of action to improve quality of services;

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

Assists administration with and runs reports for data collection;

Sets up the distance learning telecommunications equipment for support of video and satellite conferencing;

May designs and produces all ID badges and maintains digital ID badge system for the district.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good 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.; good knowledge of current windows- based and web-based office applications; working knowledge of the tools, terminology and safety precautions involved in small equipment repair; working knowledge of computer programming languages; ability to create and maintain a computerized database; 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; good hand and eye coordination; manual dexterity; initiative; accuracy; thoroughness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, which includes fifteen (15) credit hours in Computer Science, Electrical Engineering Technology, Information Systems or a closely related field and one year 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 high school or possession of a high school equivalency diploma 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**

C. An equivalent combination of training and experience as described in A and B 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  
2875 EL COMM TE  
Classification: Competitive  
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