

## **TECHNICAL ASSET COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for coordinating all aspects of purchasing computer hardware and software for the Ulster County Information Services Department as well as maintaining an inventory of said equipment, deployment assistance and lifecycle management. The work is performed under the direct supervision of the Assistant Director of Information Services (Operations) and the general supervision of the Director of Information Services with leeway allowed for the exercise of independent judgment in work details. Supervision over the work of others is not normally 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.

Coordinates the ordering process for all technical equipment and any parts they may require;

Researches optimal pricing for technical equipment requests as per County Procurement procedures;

Completes equipment and software configuration forms for technical equipment requests for approval by management;

Receives technical equipment and verifies delivery against packing slips and order records to ensure proper receipt and payment approval;

Receives complaints from operating department when equipment is delayed or otherwise unsatisfactory;

Responds to complaints, determines solution to complaints and establishes a schedule for resolving them;

Follows up, through telephone contact or correspondence, on orders not delivered;

Gathers and arranges data on all technical equipment currently on order for inclusion in weekly status reports;

Reports to superiors on vendor performance and makes recommendations regarding renewal of contracts;

Responsible for conducting, maintaining and updating technical equipment asset inventory;

Coordinates with disposal vendors, the disposal of outdated equipment;

Provides inventory reports to management as requested;

Stores and issues computer equipment from stockrooms;

Prepares and maintains stockrooms according to established procedures;

Maintains a variety of records and files.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of personal computers and their related hardware and software; good knowledge of computer related terminology; working knowledge of internet use; working knowledge of Microsoft Word and Excel software; ability to acquire a working knowledge of purchasing practices and procedures; ability to carry out moderately difficult oral and written directions; ability to communicate effectively; ability to prepare reports; ability to maintain records; ability to get along well with others; tact and courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Satisfactory completion of two years or sixty (60) semester credit hours from a regionally accredited or New York State registered college, university or technical institution in Computer Science or a closely related field, and one (1) year of full time paid, or its' part-time equivalent experience in a position that provided for the coordination, procurement and evaluation of computer software and hardware; **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 in a position that provided for the coordination, procurement and evaluation of computer hardware and software; **OR**
- C. An equivalent combination of experience as indicated in A and B above.

ULSTER COUNTY

7222 TEC AS CD

Classification: Competitive

7224 TACD HLP

Classification: Non-Competitive

Grade: 15

Union: CSEA

Adopted: May 4, 1999

Revised: July 12, 2012

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