<u>TECHNOLOGY COORDINATOR</u>

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing and directing all technology related activities, including software installation, computer programming, network development and security, for all local area networks. The work is performed under general supervision with leeway allowed for the exercise of independent judgement. Supervision over the work of subordinate employees is required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains building local area networks;
Installs, configures and maintains network file servers, micro-computers and printers;
Installs and runs Internet protocol networks;
Administer personal computer networks involving installation, maintenance and repair;
Maintains up-to-date knowledge of new trends and technology for computer hardware, software and networking;
Tests new computer hardware and software;
Consults with users, vendors and technical staff regarding the purchase of computer hardware, software and   networks;
Informs management of any adverse condition in hardware or software functioning;
Leads special projects involving network management;
Researches, evaluates and documents solutions to technology needs;
Assists in deveoping direction and growth of information technology;
Evaluates and recommends acquisition of new hardware and software;
Maintains Internet security.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the components, operation, maintenance and repair of network equipment; thorough knowledge of data communications and basic electronics terminology; good knowledge of standard communications protocols; knowledge of basic computer communications software; skill and dexterity in the use of tools; ability to communicate with outside vendors on equipment and related problems; ability to think logically; ability to comprehend complex technical materials and understand basic wiring diagrams; ability to see all colors of wire for connection purposes; ability to assign and review the work of others; ability to communicate clearly, both orally and in writing; ability to move equipment and supplies; ability to understand and carry out written and oral directions; sound judgment; initiative; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: *Either:*

(a)   Graduation from a regionally accredited or New York State registered college or university with a   Bachelor's Degree in computer science, information resources management, computer technology or related field and two (2) years of full-time paid experience in the operation and maintenance of computer equipment, which shall have involved programming and systems analysis activities, local area network administration and the installation and maintenance and use of operating word processing, data base management and utility software; or

(b)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, information resources management, computer technology or related field and four (4) years of experience as described in (a) above; or

(c)   Graduation from high school or possession of a high school equivalency diploma and eight (6) years of experience as described in (a) above; or

(d)   An equivalent combination of training and experience as defined by the limits of (a), and (b) above.

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