

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Project Manager – District Projects*

Division: Regional Information Center

Location: 6075 East Molloy Rd., Syracuse, NY (Rodax Complex)

Duties: The Central New York Regional Information Center (CNYRIC) seeks an individual to oversee District project management including E-Rate, direct and lease projects. This includes supervising and managing employees, setting deadlines and communicating with stakeholders. The successful candidate will be the liaison between the school district, vendor, and technical staff to facilitate projects from start to completion. The candidate will be responsible for timely filings and adherence to the guidelines for the E-Rate program. Maintain knowledge of existing and new regulations regarding the E-Rate service. Will also be responsible for any contractual needs for district data connectivity and oversee staff to ensure that all other district technology based projects are accurate and accountable. Will have a role in the Telecommunications Interconnect and Telecommunication Voice services. The successful candidate will be a member of the CNYRIC Management team and work to achieve organizational goals. Other duties as assigned by the Assistant Director and Director of the CNYRIC.

Qualifications: *Promotional:* A) Two (2) years of permanent competitive class status in the position of Director of Technology; or, B) Four (4) years of permanent competitive class status in the position of Systems Consultant-Student Services, Systems Consultant-Financial Services, Systems Consultant-Testing and Evaluation, Systems Consultant-Computer Network, Systems Consultant-Computer Assisted Instruction or Senior Network Administrator. (Note: A combination of time served in either title in (B) above, sufficient to meet the maximum period of required service, would also qualify.)

Open-Competitive: Bachelor’s Degree and three (3) years work experience in Public Administration, Business Administration, Educational Administration, Computer Science, Education or Accounting, of which one (1) year of work experience must have involved educational data processing applications or systems utilization in a school district or similar education setting or in a data processing facility providing services for educational institutions; OR seven (7) years of professional work experience, of which three (3) years must have been experience as defined above.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the **Project Manager** Eligibility list.

Salary: TBD, based on experience

Starting Date: On or about March 24, 2021

Closing Date: Two (2) weeks from date Notice posted

To apply, send cover letter and resume to:

Personnel/Recruitment Office
 Onondaga-Cortland-Madison BOCES
 PO Box 4754, Syracuse, NY 13221
 Phone: (315) 433-2634 / Fax: (315) 433-2650
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