

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Systems Consultant – Student Services*

Division: Student Services

Location: Regional Information Center, 6075 East Molloy Road, Syracuse, NY

Duties: Responsible for developing and coordinating procedures for effective utilization of on-line student data management systems for K-12 Education between the Regional Information Center and member schools to facilitate the various aspects of public records administration, and state and federal accountability reporting. Studies user application operations and identifies areas of potential improvement and training needs, reviews customer complaints, concerns and application problems and investigates their causes. Identifies problem source and works with the application developers or training team to correct these issues. Reviews existing applications and procedures to insure compatibility with acceptable data collection and reporting standards and compliance in the area of Student Data record keeping. Creates end-user documentation for supported applications, processes and procedures. Provides training to other professionals at the Regional Information Center and creates/reviews training and support documentation for supported systems. Attends professional meetings and seminars as a representative of the Regional Information Center to provide and gather information to provide assistance to current and future users of CNYRIC supported applications. Prefer experience with SchoolTool student management system, Microsoft SQL and SAP Crystal Reports Viewer.

Qualifications: Graduation from a regionally accredited college/university with a baccalaureate degree and two (2) years of professional work experience. Two (2) years of work experience in pupil personnel service, including responsibility for the use/function of computerized pupil record processing data. Two (2) years of work experience in computerized student record keeping systems, including analyzing, evaluating, organizing, or planning the use of computerized pupil record processing data in the resolution of problems, improving work flow, or in meeting work objectives. Six (6) years of full-time professional work experience.

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 Systems Consultant – Student Services eligibility list.

Salary: Grade 15; \$56,600 - \$59,073

Starting Date: On or about November 1, 2021

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

To apply, forward cover letter and resume to:

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
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