

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Information Systems Coordinator

Division: Regional Information Center (Food Services)

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

Duties: Provide installation, training and end-user support of systems used for the management of school district food service programs. Customer support and training to include issues related to the software, hardware, and networking aspects of these products and the operating systems on which these systems are installed. Must have literacy of desktop computer technology and software, as well as an understanding of client/server technology. Role includes development of reports about system usage and performance, conducting user group meetings, gathering and defining the information needs among system users to determine setup or revisions of the systems to meet these needs. Individual will work with technical personnel to resolve software and hardware issues. Assure the integrity of the systems through proper software and hardware maintenance and monitoring. Development, testing, and implementation of procedures to continually improve system performance for customers. Determine the most effective means of meeting production and reporting obligations to a variety of audiences. Coordinate implementation schedules. Provide best practices information through communication and presentations to customers and other members of the food service staff.

Qualifications: Graduation from a regionally accredited or NYS registered college or university with a baccalaureate degree in computer science or closely related field and one (1) year work experience in a technical or advisory capacity which involved the development and/or implementation of a computer system, OR Associates Degree I computer science or closely related field and three (3) years work experience in the field of information systems, one (1) year of which must be as described above, OR five (5) years work experience in the field of information systems, one (1) year of which must be as described 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. Continue employment will be contingent on successfully passing the required examination and being reachable on the Information Systems Coordinator eligibility list.

Salary: Grade 12; \$41,765 - \$43,589

Starting Date: On or about December 20, 2021

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

For questions regarding this Vacancy Notice, please contact:

Personnel / Recruitment Office
 Onondaga-Cortland-Madison BOCES
 PO Box 4754, Syracuse, NY 13221
 Fax: (315) 433-2650
recruitment@ocmboces.org

www.ocmboces.org

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