

# Vacancy Notice

# OCMBOCES



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## Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Systems Consultant – Digital Records*      **(INTERNAL POSTING)**

Division: Regional Information Center

Location: CNYRIC, 6075 East Molloy Road, Syracuse AND Component School Districts

Duties: Evaluates and reviews the digital records needs of the school districts as they apply to digital records management system capabilities. Identify methods of meeting these needs and other district business objectives. Study user application operations and identify areas of potential improvement. Develop, organize and provide formal and informal training sessions and workshops for school district personnel and computer support service personnel involved with computer assisted instruction to develop and maintain skills in the utilization of the system. Review customer concerns and application problems and investigates their causes. Identify problem source and conduct remedial action. Reviews existing application procedures to ensure compatibility with stated instructional and operational standards established by the school district and applicable regulatory agencies. Assists in the development and review of user documentation, training materials and related forms. Attends professional and business meetings as a representative of the computer center and local district user. Assist in the development of work schedules to meet district processing needs and requirements.

Qualifications: A. Graduation from a regionally accredited college or university with a Baccalaureate degree and two (2) years of full time paraprofessional or professional level work experience or its part-time equivalent, as described below:  
a. Two (2) years of work experience in digital records management, office management, business administration, or a closely related field, which must have included responsibility for the use and function of computerized record keeping data; or,  
b. Two (2) years of work experience in application utilization including responsibility for analyzing, evaluating, organizing or planning the use, or potential use of computerized data in the resolution of problems, improving workflow or in meeting work objectives; or,  
B. Graduation from a regionally accredited college or university with an Associate’s degree and four (4) years of full-time paraprofessional or professional level work experience or its part-time equivalent, as described in (Aa) or (Ab) above; or  
C. Six (6) years of full-time paraprofessional or professional level work experience, or its part-time equivalent, as described in (Aa) or (Ab) above.

NOTE: Graduation from a regionally accredited college or university with a Master’s degree may be substituted for up to one (1) year of work experience.

SPECIAL NECESSARY REQUIREMENT: Possession of a valid New York State driver’s license at time of appointment.

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

Starting Date: On or about December 20, 2021

Closing Date: One (1) week 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  
Fax: (315) 433-2650  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)  
[www.ocmboces.org](http://www.ocmboces.org)

**\*\*INTERNAL POSTING – OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY\*\***

**Equal Opportunity Employer**