

Vacancy Notice



Committed to Your Success

Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Project Manager – Financial Services

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

Duties: The Central New York Regional Information Center (CNYRIC) seeks an individual to supervise and direct the area of our Financial Management Service. The Project Manager is the lead contact responsible for developing and implementing short and long-range goals and objectives, management, marketing and administrative reporting. The responsibilities include but are not limited to managing and overseeing budgets, managing and supervising personnel, and overseeing and implementing processes and procedures that result in consistent and high-quality customer service. Knowledge and support of financial applications is required. Candidate must be willing to work off hours to respond to customer/system escalations requirements and travel to district(s) and vendor locations. Successful candidate will be a member of the RIC management team and work to achieve organizational goals. Other duties as assigned by the Director of Finance 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: \$95,000 - \$98,000

Starting Date: As soon as possible

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

To apply, send cover letter and resume to:

recruitment@ocmboces.org

Personnel/Recruitment Office

www.ocmboces.org

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