

# Vacancy Notice



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

Position:

**Project Manager**

Division:

Regional Information Center

Location:

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

Duties:

The CNYRIC is seeking a highly qualified candidate for the key leadership role of Project Manager. This position involves supervising vital functions, including telecommunications billing, E-rate, technology projects, software renewals, and operations. Typical responsibilities encompass managing and overseeing budgets, personnel, processes, and procedures to ensure consistent, high-quality customer service. The successful candidate will manage and coordinate multiple service applications and collaborate with other IT Managers. The candidate must be willing to work off hours to coordinate responses to escalations and customer communication. This position requires travel to client locations and provides additional hands-on support when needed. 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. Apply now if you want to make a significant impact across the region by coordinating with K-12 districts and vendors to efficiently execute financial, technical, and strategic IT initiatives, ensuring the focus remains squarely on the delivery of education.

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 – Commensurate with experience

Starting Date:

As soon as possible

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  
Fax: (315) 433-2650  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)  
[www.ocmboces.org](http://www.ocmboces.org)  
Equal Opportunity Employer