

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Project Manager – Print and Board Document Management Services*

Location: 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 Print and Board Document Management Services. This includes services such as printing, digital print leases, managed desktop printing, and electronic board management (BoardDocs – now called Community).

The responsibilities include but are not limited to:

- Developing and implementing short and long-range goals and objectives for the Print Services department, which consists of an onsite print shop and three satellite locations, ensuring consistent and high-quality customer service to component school districts.
- Managing and overseeing the operational budgets for Print Services CoSers and vendor contracts, particularly those related to digital print leases and managed desktop printing.
- Managing, supervising, and mentoring departmental personnel.
- Overseeing and implementing processes and procedures for print job submission, fulfillment, billing, and quality control.
- Partner with the business office to develop and execute the bidding process for new printing equipment and software.
- Serving as the primary liaison with vendors for all digital print leases and managed desktop printing contracts.
- Working directly with districts to manage and support electronic board meeting platforms (e.g., BoardDocs- now called Community), ensuring effective document management and community access.
- Coordinating with the communications team to ensure accurate and up-to-date information regarding Print Services and Community (formerly known as BoardDocs) is available on the website.
- Must be willing to work off hours to respond to system escalations or district requirements and travel to district(s) and vendor locations as 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.

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:

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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