

Vacancy Notice

OCMBOCES

Committed to Your Success



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Telecommunications Coordinator*

Location: CNYRIC - 6075 E Molloy Road, Syracuse, NY 13211

Duties: OCM BOCES is seeking a Telecommunications Coordinator to positively impact schools in the Central New York Region. This vital role ensures seamless telecommunications for the Central New York educational community. Responsibilities include: issuing purchase orders for approved requests; reviewing and approving/disapproving payment of charges; preparing capital and operating budgets and bid specifications for recommended purchases; and coordinating and monitoring maintenance service contracts for telecommunications systems.

The coordinator will also gather, organize, and analyze data pertaining to telecommunications systems, attend bid openings, and make recommendations. Maintain vendor relationships with telecommunications companies and assisting with E-Rate funding applications are also key duties. The successful candidate must have a good foundational knowledge of the principles, practices and methods of purchasing. If you are passionate about education and thrive in a dynamic environment, apply now to make a real difference in Central New York.

Qualifications: A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and one (1) year of professional level work experience, or its part time equivalent, in management of a telecommunications system or analyzing the telecommunications needs of business or government; or,
B. Five (5) years of paraprofessional or professional work experience, or its part time equivalent, one (1) year of which must have been in a professional level capacity, as described in (A) above; or,
C. An equivalent combination of training and experience as defined by the limits of (A) and (B) 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 Telecommunications Coordinator eligibility list.

Salary: Grade 15; \$64,032-\$70,253

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

OR

Register & apply at: www.olasjobs.org

www.ocmboces.org

**Visa sponsorship is not provided*

Equal Opportunity Employer

#6212