

Civil Division: BOCES
Jurisdictional Class: Competitive
EEO Category: Professional
Reviewed: 08/11/06

INSTRUCTIONAL COMPUTING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class has the responsibility of advising agency staff on software application services, to instruct agency staff in the use of a variety of computer software programs, and to develop instructional applications of computer technology. The work is performed under the general supervision of a department head or supervisor with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision of the work of others may be a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Advises staff in the instructional services available and how they may be used in job Application;
Coordinates and resolves with the technology division, agency problems associated with hardware, software, training and production;
Provides liaison to various state agencies and/or schools, and the technology division to ensure timely implementation of applications and training, etc.;
Receives requests for training program development and/or modification, evaluates and justifies need;
Consults with superiors and reports problems and deviations affecting workload and scheduling;
Develops instructional service descriptions for review to determine if applicable;
Provides continuing telephone support for staff or schools who are using available instructional services;
Facilitates and/or provides training activities for instructional programs;
Conducts agency meetings to encourage participation in services and recommendations for enhancements of services;
Attends statewide meetings of technology specialist to maintain knowledge of current state-of-the-art offerings;
Serves as liaison between schools, state and the technology division in resolutions of problems dealing with instructional service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of software use for various applications; good knowledge of a micro-computer capabilities for various software; good knowledge of office terminology and procedures; ability to provide and explain software applications; ability to communicate orally and in writing; ability to make presentations to a small and/or large group; ability to develop working relationships and deal with the public, subordinates, and other work contacts; good judgment and accuracy.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Business Management, Computer Science, Data Processing, Elementary or Secondary Education or a closely related field **AND** two (2) years of experience in the adaptation of data to data processing* techniques and/or instruction in computer applications; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Computer Science, Data Processing or a closely related field **AND** four (4) years of experience, as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience, as defined in (A) above;

NOTE: Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

***Adaptation of data to data processing** – does not include data entry or running reports. This is defined to mean experience of a more analytical nature to include programmers, systems analyst, network administrator, etc.

Adopted: 08/15/89
Revised: 11/15/95, 09/16/97, 11/29/99
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