



DIRECTOR OF FINANCE

Jurisdiction Class: Competitive
Civil Division: School Districts
Adoption by YCCSC: 5/24/1999
Revised by PO: 7/14/2021

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position responsible for the installation, maintenance, and repair of a computer network, including the installation and configuration of software. Work is performed under the direct supervision of a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs computer equipment, ensuring environmental and safety conditions are suitable for both the equipment and operator;
Complete necessary wiring of computer system components;
Tests new equipment before its use by students and staff;
Locate and replace faulty components using diagnostic programs and/or standard test procedures using test equipment;
Run test programs to ensure repaired equipment is working correctly;
Reconnect internal computer wiring and make mechanical adjustments to fitted parts;
Carry out regular maintenance to ensure equipment is working correctly and efficiently to reduce risk of breakdowns;
Provide initial support of software applications, including the installation and configuration of software;
Prepares necessary reports and paperwork;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computer systems, electronics, and electro-mechanical equipment;
Good knowledge of the principles of electronic technology as applied to trouble shooting procedure and preventive maintenance;
Ability to detect and resolve computer breakdowns and problems;
Ability to keep clear records and produce related reports;
Ability to follow oral and written instructions;
Ability to communicate clearly, good eyesight and manual dexterity;
Good personal relation skills;
Dependability; good judgment; tact;
Mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and: Either
An associate degree from a regionally accredited or New York State registered college or university in Computer Science, Computer Technology or closely related field; or
Two years of paid full time experience in the installation, maintenance, and repair of computer equipment; or
An equivalent combination of training and experience as defined by the limits of (a) and (b) above.