

**BETHEL HEAD START, INC.
1461 MAIN STREET
BUFFALO, NEW YORK 14209**

JOB DESCRIPTION

Job Title: System Administrator
Department: Head Start Administration
Reports To: Program Support Service Manager
FLDA Status: Exempt
Salary Level: HS Wage Scale
Spvr. Resp.: No

QUALIFICATIONS:

AAS Degree in computer science technology or equivalent combination of education and experience. BS Degree in Computer Science or the equivalent combination of education and experience preferred. Five years of professional experience in the field of computer system administration.

Requires advanced knowledge of computer hardware and software including troubleshooting and networking. Requires administrative, analytical, interpersonal, problem-solving and oral and written communication skills, negotiating skills.

Requires the health and physical capability to work in a technology environment or hazardous environment, including lifting 40 to 100lbs, crawling, climbing, carrying ladders and additional tools for installing network wiring..

Requires a valid driver's license and access to reliable transportation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Advanced training and experience required in the following programs; data processing. Lotus, Microsoft Excel, Microsoft Word, WordPerfect, DOS, other spreadsheet applications. Excellent time management and organizational skills is essential. Maintain absolute confidentiality; communicate positively with staff, children and community. Determine and prioritize workload while being flexible. Resident of Erie County preferred. Position may also require out-of-town travel.

GENERAL STATEMENT OF DUTIES:

To provide computer support, both hardware and software, for the agency staff, in order to maintain the current systems and to plan and develop technology for future needs and products. To coordinate data integration and management efforts. Work with vendors to secure best pricing and notify business services office, provide training as needed and/or assist in identifying training needs. Provide helpdesk support as needed. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Gathers all data from Bethel Head Start centers
- Enters collected data for analysis comparison, projection and program planning
- Prepares reports as requested by the Supervisor and/or Director including written, graphic and or verbal
- Serves as a member of the Administrative Staff in Head Start

- Updates supervisory staff as needed
- Functions as resource person to ensure all technical and /or mechanical equipment at all centers is in good repair
- Maintains inventory listing for the program
- Coordinates and compiles all data to report/statistical format as needed and requested
- Assist staff in all system operations (CCnet, Genesis Earth, etc.)
- Develop training procedures and train current and new staff in computer usage.
- Advises staff as needed regarding training opportunities for parents in computer technology
- Serves as resource person to advise staff in all hardware and software purchases and other application matters.
- Serves as facilitator for Program for Genesis Earth
- Models positive work ethic for parents and staff
- Conduct back up and maintenance of all data files on a regular basis.
- Set up all records and conduct computer activities, such as: deleting records, backing up data files, creating new reports.

APPLICATION REQUIREMENTS

Completion of the Bethel Head Start, Inc. application form including submission of official college/university transcripts and submission of three professional references within a specified time period after application is required.

All persons hired for positions in Bethel Head Start must pass a physical examination, receive acceptable SCR clearance and be free of criminal conviction for crimes against children (misdemeanor and felony). Fingerprinting required. Negative results on pre-employment drug screen. Access to personal, legally licensed and insured motor vehicle.

Bethel Head Start, Inc. is an Equal Opportunity Employee

I have received and reviewed the above job description

Signature

Date

10/08

