



WILSON CENTRAL SCHOOL DISTRICT
ANTICIPATED VACANCY ANNOUNCEMENT

TITLE OF POSITION:	Information Technology Project Manager
SALARY RANGE	\$75,000-\$85,000
POSITION STATUS:	Full Time, 12 Month Appointment
START DATE:	On or Around December 1, 2026, with permanent placement after probationary period
PROBATION LENGTH:	6 months or until satisfactory performance evaluation
BENEFITS:	Negotiated
QUALIFICATIONS:	Graduation from high school or possession of an equivalency diploma: <u>AND:</u> Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in computer science, computer technology, data processing, information technology, management information systems, information resource management, computer programming or related field and two (2) years of full-time paid experience in computer programming or the configuration and administration of local and wide area networks, including the coordination and implementation of information technology projects; <u>OR:</u> Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in computer science, computer technology, data processing, information technology, management information systems, information resource management, computer programming or related field and four (4) years of full-time paid experience in computer programming or the configuration and administration of local and wide area networks, two (2) years of which must have included the coordination and implementation of information technology projects; <u>OR:</u> Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and five (5) years of full-time paid experience in computer programming or the configuration and administration of local and wide area networks, two (2) years of which must have included the coordination and implementation of information technology projects. • Comprehensive knowledge of information technology principles, practices, systems, equipment, and project management procedures, including current innovations and trends in information systems.



	• Thorough knowledge of systems analysis, application of machine methods, and the planning and design of technology operations and technical environments, including network hardware, software, and service applications. • Good knowledge of public and business administration, budgeting, and financial practices, including project and financial tracking. • Good knowledge of project management principles and practices, including planning, facilitation, mediation, coordination, implementation, and evaluation of multiple initiatives. • Proficiency in computer programming and the effective use of information technology systems with an acceptable level of accuracy and speed. • Ability to negotiate, administer, and enforce vendor contracts and agreements. • Ability to plan, organize, prioritize, and coordinate multiple projects and initiatives simultaneously while exercising sound judgment and making effective decisions. • Ability to establish and maintain effective working relationships with staff, administrators, vendors, and other stakeholders. • Ability to plan, direct, and supervise the work of others. • Ability to follow complex oral and written instructions and communicate clearly, concisely, and effectively, both orally and in writing. • Ability to collect, analyze, compile, and prepare comprehensive statistical and narrative reports. • Demonstrates initiative, resourcefulness, adaptability, and sound problem-solving skills. • Physical condition commensurate with the demands of the position.
GENERAL RESPONSIBILITIES:	• Manages information technology projects by assigning personnel to projects and directing their activities; providing technical guidance, assistance and/or training to project staff; conducting project staff meetings; preparing project schedules and monitors progress; preparing workload and progress reports related to assigned projects; establishing procedures for performing/modifying project tasks; and studying technical problems and recommending solutions; • Manages information technology projects in a school setting by developing project proposals, cost estimates, timelines and schedules; preparing specifications for hardware and software acquisitions; scheduling system acquisition, installation, validation, testing and training; assuring that contracted work is completed as specified; and leading status meetings and provides status reports as needed; • Performs business/systems analysis by consulting with users to ascertain required project scopes and results; analyzing work procedures to identify those which are adaptable to computer applications; performing cost benefit analysis and feasibility on computer applications; devising/applying plans to



	upgrade from manual methods to computerized systems; preparing workflow diagrams and structuring charts to define workflow processes; developing models that document data stored and work processes performed; defining interface and communications requirements; consulting with vendors to ascertain the products available to meet the customer needs; performing as liaison between the customer and vendor personnel that support purchased software; processes software trouble reports and analyzes the system to determine possible problem areas; working on complex reporting requirements and providing data extraction and analysis for software purchased from an outside vendor; and recommending hardware and software to meet user needs; • Supervises the work of others by planning, organizing, controlling, assigning and reviewing the work of subordinates; • Maintains work standards and provides training, technical guidance and assistance to subordinates; • Plans, organizes, and controls the activities of a computer center by establishing personnel policies, resolving staff problems and staff evaluations; supervising applications programming, database administration, systems analysis/design, and office automation; and providing administrative and technical assistance; • Directs the organization by establishing short- and long-range plans; defining lines of authority and responsibility and fosters staff development; and managing teams of staff to meet specific project goals; • Participates in web-site development when necessary; • Provides user support by developing and implementing ongoing needs assessment; providing training; and providing in-depth support for specific applications; • Meets with planning committees to discuss strategic and tactical concerns. • Other duties as assigned by the Superintendent of Schools.
APPLICATION PROCESS:	Cover letter and resume must be received by the District Office to Carolyn Oliveri at coliveri@wilsoncsd.org or through : WNYRIC Applicant Tracker no later than October 9, 2026 or until filled.
POSTED BY:	Timothy P. Carter, Superintendent of Schools, September 28, 2026

The Wilson Central School District advises students, parents, employees and the general public that it does not discriminate on the basis of sex, race, color, national origin, handicapping conditions, marital status or veteran status in the employment or the educational programs, including vocational education opportunities, and activities which it operates, and is in full compliance with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding this nondiscrimination policy and copies of the grievance procedure for the prompt resolution of complaint may be directed to: Carolyn Oliveri, Business Administrator, Wilson Central School District, Wilson NY (716)751-9341.