

MANAGER OF COMPUTER OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent in this position is responsible for the daily, ongoing operation and efficient use of time, personnel, and equipment. Supervision is exercised over a substantial number of personnel insuring that necessary systems are developed, enhanced, and properly utilized. This includes the daily, ongoing operation and efficient use of time, personnel, and equipment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the computer and unit record operations of a data processing division;

Provides operating instructions and assistance to those under his supervision as required and monitors ongoing and long-range planning strategies relating to systems, programs, and management reporting systems;

Directs, develops the master schedule of machine operations;

Maintains operational and other required statistical reports of operations and computer usage;

Selects and trains or directs the training staff;

Coordinates the flow of work between shifts to assure continuity;

Completes accurately all processing activities;

Communicates with users of Data Processing's services as required;

Supervises the maintenance of the tape library and other data files;

Establishes and maintains work schedules;

Sets work schedules during night shift operations as required;

Assists in proposals for new equipment;

Requisitions supplies, equipment, and maintenance;

Maintains inventory of supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operation and use of an internally stored programmed computer with magnetic storage media (an RCA spectra 35 or equivalent); thorough knowledge of peripheral data processing equipment; ability to train and instruct personnel; good judgment; reliability; stamina; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) six years of experience in data processing operations, two years of which must have been at the supervisory level or (b) post high school course* in business and/or computer science may be substituted for the above stated experience (exclusive of the supervisory experience) at a rate of 30 credits for each year of the required experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.