

SUPERVISOR OF PC APPLICATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises subordinate staff utilizing various personal computer applications to create databases and produce documents, spreadsheets, flyers, brochures and other printed materials. Work involves receiving, planning and distributing work, implementing and maintaining systems and procedures, controlling productivity and work quality in accordance with established procedures and standards, as well as operating various types of word processing, spreadsheet, database and desktop publishing applications. An incumbent of this class will be proficient in the use of these applications, train subordinates in the use of these applications, demonstrate initiative and creativity in identifying and developing opportunities for time and labor saving techniques and procedures, and will instruct others in such methods. This level is required to exercise judgment in the interpretation, development and prioritization of work. This level will assist in the definition of existing and potential user needs and the planning of services to meet objectives. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Supervises and trains subordinate staff in the use of word processing, spreadsheet, database and desktop publishing applications to ensure smooth workflow and to develop employee skills in software applications including: Excel, Word for Windows, Pagemaker, DBase, FoxPro, etc.;

Sets up difficult work projects, designing format, data storage, and proofreading/revising schedules;

Supervises, schedules and assigns work, and establishes priorities based upon user needs;

Assures confidential processing of specially designated work;

Reviews work as needed to assure conformity with established quality and productivity standards;

Maintains payroll and time and leave functions, oversees reception desk, photocopying, postage handling and equipment maintenance to ensure proper scheduling and operation;

Utilizes desktop publishing software to prepare flyers, brochures and other printed materials;

Develops formulas to input spreadsheet applications to perform needed calculations;

Maintains supply inventory and prepares requisitions for supplies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignment;

Performs and delegates various clerical tasks.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the capabilities and limitations of various types of personal computer applications, including word processing, spreadsheet, database and desktop publishing applications; good knowledge of general office practices and procedures; skill in the operation of various types of personal computer applications, understanding the features of each application and how they can most effectively be used for various types of work; ability to demonstrate and train subordinates in appropriate application use and operation; ability to plan and schedule activities maximizing equipment and staff resources; ability to enter data on an alpha numeric keyboard at a speed of not less than 35 words per minute producing typed copy which is neat, accurate and conforms to standard English usage; ability to proofread accurately and make appropriate changes; ability to follow oral and written instructions; ability to work well with others; ability to communicate effectively, both orally and in writing; ability to supervise, plan and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; attention to detail; accuracy; flexibility in responding to a variety of job assignments; cooperativeness; creativity; initiative; resourcefulness; good judgment; tact; 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) a Bachelor's Degree* which included or was supplemented by coursework in spreadsheet, database, word processing and desktop publishing software applications, and one year of office experience which involved the use of spreadsheet, database, word processing and desktop publishing applications; or (b) four years of experience which involved the use of each of the following types of software applications: spreadsheet, database, word processing, and desktop publishing.

SUBSTITUTION: Satisfactory completion of 30 credits*, which included coursework in spreadsheet, database, word processing or desktop publishing, may be substituted on a year for year basis for up to two years of 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 Education Department as a post-secondary, degree-granting institution.