ASSISTANT MANAGER - OPERATIONS
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Monitors data processing operations activities, including computer operations, operations support, environmental control and data processing report distribution; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class is responsible for supervising and directing the activities of computer operations personnel. Incumbent assigns personnel to projects and directs their activities and is responsible for reviewing and evaluating their work. An incumbent of this class is responsible for consulting with personnel in other data processing sections of the computer center in order to coordinate activities. Incumbent also coordinates report distribution between drivers, data control and school district users and maintains an inventory of data supplies. Supervision is exercised over a number of lower level technical operations personnel.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates input from control section to operations on a daily basis;

Monitors and plans operations work schedule and makes adjustments where appropriate or necessary;

Determines frequency of section's report production level and formulates whether increases or decreases are appropriate;

Monitors environmental work conditions of the section to ensure satisfactory climate exists for processing;

Monitors and plans inventory of supplies allied to operations needs;

Evaluates performance of employees assigned to operations unit;

Reviews and evaluates equipment requirements and feasibility for new and/or additional equipment;

Recommends to higher-level administrators procurement needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of computer input-output devices and peripheral equipment; good knowledge of modern office practices; good knowledge of organizational behavior; ability to establish and maintain effective working relationships with associates and subordinates; ability to plan, coordinate and supervise the work of others; ability to communicate well both verbally and in writing; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree and two years of experience with computer operations systems which must have been in a supervisory capacity; or (b) Associate's Degree and four years of experience with computer operations systems, including two years in a supervisory capacity; or (c) six years of experience as specified in (b), including the two years in a supervisory capacity; or (d) a satisfactory equivalent combination of the training and experience.

SPECIAL REQUIREMENT: Successful completion of a course in COBOL or 15 weeks work experience with COBOL must be demonstrated by candidates.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES #2 Lower Hudson
Regional Information Center
J. C.: Competitive   Job Class Code: S846
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