<u>MANAGER - DATA PROCESSING</u>

<u>GENERAL STATEMENT OF DUTIES</u>: Supervises the operations of a data processing unit; does related work as required.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: This class is responsible for the effective, efficient, and economical utilization of data processing equipment through the development and implementation of methods and procedures, including the analysis of the applicability of computers to the work of the district. The incumbent will plan and supervise the work of the computer. Supervision is exercised over a number of computer system personnel.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Supervises over-all operations of the data processing unit, establishing procedures and workflow;

Develops improved methods and procedures in utilizing data processing;

Analyzes unit activities and potential activities in terms of time and cost involved, to determine practicability of the use of data processing equipment and personnel;

Writes and maintains computer programs;

Plans, assigns and assists in work being done on punch, sorting and computer system machines;

Checks results of computer operation;

Instructs and trains subordinate employees in uses of equipment;

Prepares unit budget and requisitions supplies.

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Thorough knowledge of the operation and use of data processing equipment; good knowledge of school methods and systems; ability to evaluate, plan, and apply data processing procedures and methods to school needs; ability to plan, lay out, and supervise the work of others; initiative; resourcefulness; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college with a Bachelor's Degree and three years of administrative experience, two of which must have been in the evaluating and planning of data processing methods and procedures; or (b) completion of a two year post high school, community college or technical school course and five years of administrative experience, two of which must have been in the evaluating and planning of data processing methods and procedures; or (c) graduation from high school or possession of a high school equivalency diploma, and six years of administrative experience, two of which must have been in the evaluation and planning of data processing methods procedures; or (d) a satisfactory equivalent combination of the foregoing training and experience.

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.