<u>DIRECTOR OF DATA PROCESSING SERVICES</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>:

This is an administrative and technical position involving responsibility for the development and management of a district-wide data system in a large school district. Work is performed under the general direction of the Superintendent of Schools or another administrator, with considerable leeway allowed for planning, setting priorities, and accomplishing the duties of the position. Supervision is exercised over all professional, technical, and clerical staff of the data processing center.

<u>TYPICAL WORK ACTIVITIES</u>:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1.   Plans, directs, and implements a program involving the effective use and coordination of all electronic data within a large school district;
2.   Supervises the staff and directs planning and production activities of the data processing center; establishing, coordinating, and maintaining schedules and controls for the utilization of all equipment in the center;
3.   Establishes a priority system for projects;
4.   Confers with department heads and administrators, evaluates their needs, and provides technical advice on electronic data processing utilization for their functions and problem solutions;
5.   Participates in and oversees the conduct of detailed methods and systems analyses of departmental operations for the purpose of applying electronic data processing methods;
6.   Provides for the establishment and maintenance of necessary data bases;
7.   Prepares flowcharts, file layouts, and input and output design to be used by programmers;
8.   Provides leadership in the development and implementation of district-wide information management policies and procedures;
9.   May formulate and develops plans for the expansion of computerization in the areas of administration and instruction, including the effective use of microcomputers for instruction and student achievement monitoring;
10.   May establish an administrative plan for the structuring of individual computer systems into a unified operating system;
11.   Plans, implements and evaluates training programs to facilitate the staff's understanding and effective use of data in their areas of responsibility;
12.   Participates in cost comparison studies;
13.   Establishes performance standards and evaluates work performance of data processing center staff;
14.   Prepares departmental budget and continuously monitors expenditures;
15.   Makes formal presentations and submits written reports;

DIRECTOR OF DATA PROCESSING SERVICES (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative procedures and methods of modifying and adapting them for implementation on electronic data processing systems; thorough knowledge of current principles, practices, methods, capabilities and techniques of high-speed electronic data processing; good knowledge of the principles and practices of systems analysis; good knowledge of the principles and practices of computer programming; good knowledge of departmental functions and procedures; good knowledge of the principles and practices of performance appraisal; ability to establish and maintain working relationships with department heads and administrators; ability to provide direction and leadership in all aspects of electronic data processing within the district; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Computer Science, Information Science, Business Administration, Public Administration or a related field and three (3) years of work experience directing computer services including operations, programming and systems analysis activities;

OR: (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Computer Science, Information Science, Business Administration, Public Administration or a related field and four (4) years of work experience directing computer services including operations, programming and systems analysis activities;

OR: (C) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Data Processing and six (6) years of work experience, including two (2) years of programming or systems analysis and four (4) years directing computer services encompassing operations, programming and systems analysis activities;

OR: (D) Eight (8) years of work experience, including four (4) years in programming or systems analysis and four (4) years directing computer services, including operations, programming and systems analysis activities;

OR: (E) An equivalent combination of training and experience as indicated in (A), (B), (C) and (D) above.

DP0104
ADOPTED: 12/07/82 08/14/13