

DATA PROCESSING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is important technical and supervisory work with the responsibility for managing and organizing a small data processing department. The house computer for the installation would typically be an IBM Systems Three, or a system of similar size and capability and the staff size ranges from 2 to 8 persons. An employee in this position schedules work flow, analyzes existing manual operations to determine appropriate computer applications, and may design the format for all input and output data or reports and write major programs, depending on department size and staffing. This position differs from Systems Manager by virtue of a smaller degree of technical responsibilities and the complete administrative and supervisory responsibilities for a data processing installation. The work is performed under the general supervision of an administrative employee of higher rank. Direct supervision is exercised over Key Punch Operators and Computer Operators; general supervision is exercised over Systems Three Programmers, or Programmers. Incumbent may be responsible for data processing operations extending over more than one shift.

TYPICAL WORK ACTIVITIES:

1. Oversees the operations of an Electronic Data Processing System and related equipment;
2. Supervises and assigns projects to staff and trains new personnel;
3. Analyzes manual operations to find new application for installations on computer;
4. Determines priorities of projects, schedules runs and insures deadlines are met;
5. Provides technical advice and assistance to programmers in the development of new system design;
6. Evaluates programs and operations to maximize efficiency and accuracy;
7. Writes program run sheets and instructions for the operator, key punch and data sorter;
8. Prepares and submits annual budget;
9. Meets department heads to discuss data processing uses and capabilities;
10. Controls and maintains an inventory of data processing supplies;
11. Designs, analyzes and modifies programs, as needed;
12. May make formal presentations or submit written reports;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, methods and procedures, good knowledge of the principles and practices of computer programming, e.g. RPG II, computer operations, e.g., and IBM Systems Three, and general data processing center operations; good knowledge of the principles or a system of similar size and capability, and practices of systems analysis; ability to establish satisfactory working relationships with other department heads and administrators; ability to plan, lay out and supervise the work of others; initiative; resourcefulness; thoroughness; good judgement; tact and courtesy; physical condition commensurate with the demands of the position.

DATA PROCESSING SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) A Bachelor's degree in data processing, math, accounting or business administration; and two years of responsible full-time paid experience in programming or systems analysis;
- OR: (B) A Bachelor's Degree in any field or an Associate's Degree in data processing AND three years of responsible full-time paid experience in programming;
- OR: (C) Four years of responsible full-time paid experience in programming or systems analysis;
- OR: (D) An equivalent combination of the training and experience indicated in (A), (B), or (C) above.

DP0304

ADOPTED:

REVISED: 12/14/78

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