

DATA PROCESSING BUSINESS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and administrative position in the Department of Computer Information Services. The work involves responsibility for staff functions such as financial management, budgeting, financial planning, security and training. The class differs from fiscal and business officers in other agencies in that the incumbent must possess technical data processing knowledges and skills to carry out the work. Work is carried out under the general supervision of a managerial level employee. Supervision is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

1. Determines methods of distributing costs to services provided;
2. Develops long and short range budgets for data processing activities and monitors the attainment of budgetary goals;
3. Devises and installs budgeting and billing procedures;
4. Establishes costing methods and administers a system for billing users;
5. Reviews contracts with users in order to protect the County's interests;
6. Takes part in the development, installation, and maintenance of data security, and systems security;
7. Participates in financial planning for long and short range application selection, systems development, systems maintenance and enhancement, and the development of resources, including revenue, needed to support them;
8. Develops and maintains building security systems;
9. Orders all office and building supply needs;
10. Performs cost benefit analysis for various acquisition alternatives;
11. Reviews all vendor contracts for content appropriateness and coordinates and monitors activity, flow, and compliance of all vendor contracts;
12. Publishes and distributes all OCIS-developed manuals and updates issues and distributes all policy and procedure notices, develops and publishes all internal standards;
13. Develops curriculum for each active OCIS job title, schedules classes and monitors progress of staff vs curricula, and develops and maintains critiques of the various available educational services;
14. Develops and updates internal forms;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of financial management, budgeting and budget preparation processes; good knowledge of data processing practices, concepts, and terminology; good knowledge of computer operations and computer programming; ability to develop and maintain billing and collection systems; ability to communicate effectively, both orally and in writing; ability to prepare narrative reports and tabular reports in support of fiscal budget requests; ability to relate well to others; physical condition commensurate with the demands of the position.

DATA PROCESSING BUSINESS ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with an Associates' degree in data processing, business administration, accounting or a related field and four (4) years of work experience in computer operations or programming in which the work entailed either performance monitoring, data security, accounting applications or a substantially related area;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associates' degree in data processing, business administration, accounting or a related field and four years of work experience in budget preparation and analysis in which the work entailed the use and design of automated budgetary systems;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience in accounting and budget preparation assistance in a computer center which involved the use of computers for spread sheet creation and word processing;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Additional appropriate training in a college, university or other business or vocational school may be substituted for the above required work experience on a year-for-year basis. However, candidates must possess at least one year of the work experience described above in order to qualify. Work experience in any area utilizing personal computers or documented home use personal computers may be acceptable.

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