

DATA PROCESSING MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving responsibility for planning and supervising data processing operations for the Data Processing Department. The work involves the analysis and adaption to data processing of a variety of administrative, financial and statistical data and is performed under general direction. Considerable leeway is allowed for planning work programs, procedures, methods and schedules for the equipment. Supervision is exercised over all subordinate data processing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees a computer center engaged in processing, analyzing and storing a variety of financial and statistical data;
Provides technical advice and assistance to district officials in identification and solution of a variety of data processing problems;
Establishes, coordinates and maintains schedules and priorities for the utilization for all equipment in the computer center;
Supervises, trains and provides assistance to technical employees engaged in the operation of an electrical computer and related peripheral equipment;
Supervises, trains, oversees and participates in the programming and documentation of current and new computer applications;
Plans, supervises and participates in detailed systems design, and analysis of problems related to a variety of accounting and statistical data;
Develops the annual data processing budget and administers approved budget;
Determines need for new or additional equipment and recommends type and/or capacity;
Designs forms, flow charts, schedules and operational instructions and procedures;
Establishes production procedures and controls to insure adequate volume and accuracy in operations;
Provides cost forecasts, estimates and billing for a variety of data processing activities;
Prepares a variety of records and reports in connection with the operation of the data center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation, care and adjustment of an electronic computer and related peripheral equipment;
Good knowledge of electronic computer programming principles, techniques and concepts;
Good knowledge of the application of accounting and statistical problems;

Working knowledge of systems analysis applicable to computer programming;
Working knowledge of computer center operations and planning;
Ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation;
Ability to establish and maintain working relationships with program administrators and superiors;
Ability to plan, organize and supervise the work of others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Masters degree in data processing, accounting or business administration from a regionally accredited or New York State registered college or university and four years experience in the operation of electronic data processing equipment which must have involved systems analysis and computer programming; or
- B) Possession of a Bachelors degree in electronic data processing, accounting or business administration and six years experience in the operation of electronic data processing equipment; two years of which shall have involved systems analysis and computer programming; or
- C) An equivalent combination of training and experience as defined within the limits of A), and B) above.