# COMPUTER OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, implementing, coordinating and supervising the electronic data processing operation for a municipality or school district. An employee in this class supervises and participates in systems designs, establishes procedures, schedules work and supervises or participates in electronic data processing operations. The work is performed under general direction with considerable leeway provided for the use of independent technical judgment. Supervision is exercised over all subordinate computer operations personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees a computer center engaged in processing, analyzing and storing a variety of financial, educational and statistical data;

Provides technical advice and assistance to department officials in identification and solution of a variety of data processing problems;

Establishes, coordinates and maintains schedules and priorities for the utilization for equipment;

Supervises, trains and provides assistance to technical employees engaged in the operation of an electronic computer and related peripheral equipment;

Coordinates and integrates a variety of audio/visual, computer operations, word processing, or other technologies used in sharing, managing, and processing of data;

Supervises and oversees 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;

Determines need for new or additional equipment and recommends type and/or capacity;

Designs forms, flow charts, schedules and operational instructions and procedures;

Establishes procedures and controls to insure adequate volume and accuracy in operations;

May write computer programs and modify existing programs;

Trains and supervises computer programmers and operators and assists them when serious difficulties occur;

Prepares a variety of records and reports in connection with the operation of the data center.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the use, operation, and routine maintenance of computer hardware, peripheral equipment, software, and their integration into a network system; thorough knowledge of computer programming principle, techniques, and concepts; good knowledge of the application of software products used int he system; good knowledge of the security issues and concerns that occur in a computer netork environment; working knowledge of systems analysis applicable to computer programming; ability to operate a computer using a standard keyboard and input/output devices; ability to translate and adapt administrative, statistical, and financial data software programs; ability to establish and maintain working relationships with network users; ability to plan, organize, and supervise the work of others; and ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a bachelors degree in computer sciences and one year of experience in maintaining and operating a computer network system; or

(B) Five years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed: 11/22/96
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/9/2023