**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 CHARAC-

TERISTICS:  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 network 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)     Graduation from a regionally accredited or New York State registered college or university

recognized by the New York State Education Department with a Bachelor's 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.

**NOTE:**  Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.  If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency.  A list of acceptable companies who provide this service can be found on the Internet at:  https://www.cs.ny.gov/jobseeker/degrees.cfm.  You must pay the required evaluation fee.

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