

TITLE: DATA PROCESSING OPERATIONS ADMINISTRATOR

CODE: 12661

GENERAL DESCRIPTION:

This is very responsible data processing operations management work involving the direction of the data input and computer production operations.

Work involves responsibility for scheduling, monitoring and controlling data input and computer utilization. Duties include supervising data input personnel and computer operators and training operations personnel. This position also has the responsibility for making difficult scheduling and work prioritizing decisions. This work requires that the employee have considerable knowledge, skill and ability in data processing, operations equipment and procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the Manager of Data Processing.

EXAMPLES OF DUTIES:

Schedules, assigns, directs and evaluates employees in a small work group of computer operators and data input clerks in all aspects of the production of reports and computer, output.

Prepares reports on computer use, completes forms and compiles information on completed work assignments and employee effort. Analyzes information on work group efficiency and effectiveness.

Drafts the unit budget and controls and accounts for expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of data processing operations principles and practices.

Good knowledge of public administration principles and practices as applied to a small work unit.

Good ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.

Good ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.

Good ability to lead a work group directly and through lead personnel.

Considerable ability to establish and maintain relationships with coworkers, user departments and vendors.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in data processing, business administration, or a related field plus four years of progressively responsible data processing operating experience including two years of supervisory or lead experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.