NASSAU COUNTY

SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : **ASSISTANT MANAGER,**
        COMPUTER OPERATIONS
Code: **030105 BPF**
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Competitive

GENERAL STATEMENT OF DUTIES
Performs responsible technical and supervisory duties as an assistant to the Manager, Computer Operations in directing the maintenance and operation of the data processing center; performs related duties as required.

COMPLEXITY OF DUTIES
Under general supervision, the duties require the exercise of judgment in supervising and directing the activities of computer operator personnel responsible for the maintenance, scheduling, utilization operation and placement of electronic data processing equipment and related telecommunication equipment.

TYPICAL DUTIES
1. Plans and schedules work flow to provide optimum personnel and machine utilization in the processing of materials through electronic data equipment and telecommunication equipment.
2. Coordinates and participates in the formal and on-the-job training of new employees.
3. Administers a program of machine usage and keeps a record of maintenance, repairs, down time and lapse time.
4. Confers with superiors and other management personnel to provide technical advice or assistance for data processing and machine time allocations.
5. Reviews and evaluates equipment requirements and feasibility for new or additional equipment.
6. Develops special studies on data processing scheduling and equipment utilization.
7. Plans and maintains telecommunication network for interactive processing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES
1. Thorough knowledge of the capabilities, application and operation of a variety of data processing equipment in a medium or large size installation.
2. Thorough knowledge of the current principles, practices, methods and techniques of data processing and telecommunications.
3. Ability to plan, coordinate, and supervise the work of staff members performing a variety of electronic data processing functions.
4. Ability to formulate, develop and improve new techniques and schedules for computer usage.
5. Ability to establish and maintain effective working relationships with associates and subordinates.
6. Ability to present ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience
Bachelor's degree from a regionally accredited or New York State registered college or university including or supplemented by course work in computer operation and programming for electronic data processing
and
Four years of progressively responsible experience in systems analysis, computer programming, and/or computer operation and maintenance of electronic data processing equipment including two years in a supervisory capacity.

NOTE: Experience, as outlined above, in excess of the four-year requirement, may be substituted for college education on a year-for-year basis up to a maximum of four years.

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