

[Go Back](#)**NASSAU COUNTY****Title : MANAGER COMPUTER
OPERATIONS****SCHOOL DISTRICTS****Code: 030110 BPK****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Administers and supervises the electronic data processing system for the district; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the position requires an extensive technical background in computer capabilities and operations.

TYPICAL DUTIES

1. Directs, plans, coordinates, and supervises systems analysis, programming, and operations.
2. Analyzes, investigates, and advises supervisors regarding purchases or leasing of suitable equipment.
3. Assigns and trains personnel.
4. Supervises feasibility and procedural studies.
5. Coordinates activities with department heads for best utilization of Electronic Data Processing center.
6. Prepares budget for electronic data processing programming and operations.
7. Establishes policies in connection with utilization of electronic data processing equipment and personnel.
8. Administers installation of equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of all phases of electronic data processing planning, programming and operations.
2. Ability to plan, organize, and supervise the work of subordinate staff.
3. Ability to present ideas clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university
and

Five years of experience in systems analysis, computer programming, or the operation of electronic data processing equipment, including two years in a supervisory capacity.

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

[Go Back](#)