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NASSAU COUNTY

**Title : MANAGER OF COMPUTER
SYSTEMS ANALYSIS**

SCHOOL DISTRICTS

Code: 030140 BRA

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Performs responsible technical and supervisory work in analyzing and coordinating the procedures of cooperating school districts using the agency's data processing systems and operations; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, plans, assigns, and directs computer systems analysts, programmers, and cooperating educators. The work is performed independently, but is subject to review.

TYPICAL DUTIES

- * 1. Plans, assigns, and directs computer systems analysts and programmers in the agency's central data processing center.
- * 2. Participates in review and definition of problem areas, with particular emphasis on general objectives and overall procedures to be processed.
- * 3. Develops and maintains a program to provide system analysis and programming for districts not having such capabilities.
- 4. Reviews recommended applications, and makes final determination as to procedure, priority, and action to be taken.
- 5. Reviews, analyzes, and reports results of coordination efforts with district heads and educational personnel.
- * 6. Prepares comprehensive reports concerning activities and progress, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of the current principles, practices, and techniques of computer system analysis and programming.
2. Extensive knowledge of the capabilities, application, and operation of a type of data processing equipment in a small to medium size installation.
3. Thorough knowledge of program requirements for conversion of educational systems to electronic data processing.
4. Thorough knowledge of the principles and practices of methods and procedures analysis.
5. Ability to plan, organize, and supervise the work of a staff performing computer system analysis.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

1. Bachelor's degree from a regionally accredited or New York State registered college or university with a major in Mathematics, Engineering, Data Processing, or Business Administration
and
Six years of satisfactory experience in systems analysis, system design, or computer programming, including at least two years in an administrative capacity;
or
2. Associate's degree from a regionally accredited or New York State registered college or university with a major in Mathematics, Engineering, Data Processing, or Business Administration
and
Eight years of satisfactory experience as stated above, including two years in an administrative capacity.

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