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**NASSAU COUNTY**

**Title : SENIOR DATA PROCESSING  
SERVICE REPRESENTATIVE**

**SCHOOL DISTRICTS**

**Code: 030190 BTK**

**CLASS SPECIFICATION**

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Competitive**

**GENERAL STATEMENT OF DUTIES**

Provides services to current users for their data processing needs, and promotes the subscription of new customers for the BOCES Computer Center; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of judgment in coordinating and promoting data processing services and supervising subordinate personnel.

**TYPICAL DUTIES**

1. Analyzes data processing problems and recommends resolutions at district and agency level.
2. Conducts training sessions to educate district personnel in the use of data processing system.
3. Supervises subordinate personnel in the use of the agency's data processing services.
4. Ascertains accuracy of reports and adherence to deadlines.
5. Supervises distribution of work assignments.
6. Develops promotional materials.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of current methods and techniques of electronic data processing, including operation of an electronic computer and related peripheral equipment.
2. Considerable knowledge of specific computer center services.
3. Knowledge of the use and capabilities of a data processing installation.
4. Ability to train and supervise subordinate personnel in the operation of electronic data processing equipment.
5. Ability to analyze and understand problems presented by the participating districts and to recommend solutions to them.
6. Ability to establish and maintain effective working relationships with associates.
7. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school

and

Four years of satisfactory experience in analyzing and resolving data processing problems, including one year in a supervisory capacity.

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