

[Go Back](#)**NASSAU COUNTY****Title : SYSTEMS CONTROL
SUPERVISOR****SCHOOL DISTRICTS
CLASS SPECIFICATION****Code: 030075 BNP****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Reviews systems to establish and maintain control of input and output and supervises the work of subordinates; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the work is technical and requires a knowledge of systems and computer systems.

TYPICAL DUTIES

1. Reviews systems to establish and maintain control of input and output.
2. Supervises and coordinates the work of keypunch operators and control clerks.
3. Prepares and coordinates input for computer.
4. Is responsible for the accuracy of output and its delivery to those using its data processing services.
5. Keeps records of work in process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the use and capabilities of data processing machines and equipment for district or department procedures.
2. Knowledge of systems analysis.
3. Ability to supervise and coordinate the work of subordinate personnel.
4. Ability to maintain accurate records.
5. Ability to present ideas clearly and concisely, 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
and
2. One year of experience in an electronic data processing position involving systems and procedures work.

NOTE: Experience, as outlined above, in excess of the one-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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