SYSTEMS MANAGER

Code No: 3-14-214
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial data processing position involving directing and coordinating all systems and programming functions including analysis, design, testing and implementation in a multi-shift data processing facility. The employee plans the level of technical support, establishes general schedules and sets priorities for systems and programming staff. General supervision is received from a department head or assistant. Direct supervision is exercised over a senior staff. In a small installation, the employee may coordinate systems and programming needs with operations activities.
Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed, although not listed.):

Plans and schedules all systems and programming activities including systems analysis, design, programming, testing and implementation;

Reviews and evaluates results of software tests prior to implementation;

Evaluates performance of programming staff and initiates actions for improvements;

Plans and conducts training courses for systems designers and programmers in the use, operation and installation of software;

Plans and directs the acquisition, training and development of systems and programming personnel;

Directs the design, programming and testing of specialized software;

Develops, implements and enforces procedural standards for the creation of specialized software;

Determines cost/benefit alternatives for various configurations of operating software and hardware;

Evaluates performance of production resources and reports results to management;

Prepares or reviews records and reports of systems and programming activities;

Assists in programs to educate management of users in data processing capabilities and requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS: Thorough knowledge of the principles and techniques used in systems analysis, design, programming, testing and implementation; good knowledge of design,

maintenance and programming of computer software; good knowledge of the coding language used in the department; good knowledge of operations and software standards; ability to plan and schedule systems and programming activities; ability to evaluate software tests; ability to plan and conduct training for programmers; ability to design, program and test software; ability to develop procedural standards for the creation of specialized software; ability to determine cost/benefits alternatives for various configurations of operating software and hardware; ability to evaluate performance of production resources and reports; supervisory ability; ability to communicate well both orally and in writing; ability to establish and maintain effective professional relationships; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Seven (7) years paid full-time or its part-time or volunteer equivalent experience in computer programming, two (2) of which shall have been in a supervisory capacity; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a computer science field, plus five (5) years paid full-time or its part-time or volunteer equivalent experience in computer programming, two (2) of which shall have been in a supervisory capacity; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science field, plus three (3) years paid full-time or its part-time or volunteer equivalent experience in computer programming, two (2) of which shall have been in a supervisory capacity; OR,

 (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus five (5) years paid full-time or its part-time or volunteer equivalent experience in computer programming, two (2) of which shall have been in a supervisory capacity; OR,

(E) Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is reqired.

REVISED: December 20, 1984