

COORDINATOR OF DATA PROCESSING

Code No: 3-20-015

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level information systems position responsible for all facets of data processing for a Town. Work involves responsibility for operations, programming, systems analysis, user and vendor support, design and refinement of systems and operating methods, purchasing of the Towns data processing equipment. The employee reports directly to and works under the general supervision from the Director of Finance or other administrator. 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):

Operates a computer (other than a personal computer) and performs necessary routine systems maintenance;

Prepares and administers departmental budget;

Writes and quality assures computer programs and documents all work done;

Evaluates new hardware and software technology for applicability to departmental requirements and creates specifications for new purchases;

Evaluates, installs, maintains and modifies purchased software to meet organization needs;

Updates data base(s) to maintain the quality and integrity of the Town's data;

Assesses proposed systems and recommends appropriate action;

Acts as resource and trainer to administrative users;

Organizes, schedules and implements systems projects;

Acts as technical resource to Town staff;

Assists and leads in analyzing systems needs and defining requirements for Town departments;

Conducts analysis and proposes plans to address data processing request problems and new requirements involving expansion of the Town's data base(s).

FULL PERFORMANCE KNOWLEDGE: SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computer application and uses; good knowledge of programming methods and terminology; good knowledge of computer hardware and software as related to a government installation; good knowledge of principles and practices of systems analysis, design and implementation; good knowledge of computer operation and maintenance; analytical skill; organizational skill; ability to install and modify purchased software; ability to provide training to users; ability to perform technical support, systems analysis, operations and programming functions; ability to prepare and administer a budget; ability to communicate orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience in an information services or data processing environment responsible for providing systems support, systems analyses, or project management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years of experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

If you are appointed, you will be required to have a valid license to operate a motor vehicle or otherwise demonstrate your capacity to meet the transportation needs of the position.

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 required.

ADOPTED: July 14, 1994

REVISED: January 9, 1997