

## DATA PROCESSING COORDINATOR

Code No.: 3-18-095

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the coordination of activities within a data processing area to assure appropriate scheduling of work, control of information, and orderly and timely disposition of computer product. Employees of this class monitor administrative detail and in smaller installations are involved in actual computer operations only to the extent required for adequate supervision or instruction of staff. This employee works under general supervision from, and reports directly to, a department head or his deputy. Direct supervision is exercised over a technical and clerical staff. 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):

Coordinates and controls production in a data processing facility;

Supervises the scheduling and assignment of data processing operations;

Investigates alternatives for work over-load;

Evaluates vendors contracts, capacity and performance;

Provides technical assistance in special project planning;

Supervises and coordinates in-service training;

Instructs staff in data processing operations;

Confers with user departments to establish needs, resolve problems and maximize the efficacy of computer product;

Assesses projects and user request to determine feasibility for application to equipment;

Prepares a variety of operations and performance reports, stock inventory and usage reports;

Makes recommendations for improvement to or acquisition of equipment;

Assists in administrative detail, including inventory control, budget preparation, performance evaluation, and production reports.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and techniques of production and control of data processing operations; good knowledge of the procedures used in maximizing computer use; ability to assess needs and develop procedures to meet them; ability to assign and evaluate the work of subordinate staff; ability to make assessments of computer production; ability to complete a variety of standardized reports; ability to evaluate the assets of various computer

equipment and to recommend for purchase; ability to communicate effectively; ability to establish and maintain effective working relationships; good judgment; health commensurate with the demands of the position.

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

(A) Six (6) years of paid full-time or its part-time/volunteer equivalent experience in computer operations or computer programming, at least two (2) years of which shall have been on a supervisory or senior level; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or Computer Science, PLUS two (2) years of paid full-time or its part-time/volunteer equivalent experience in computer operations or computer programming, at least one (1) year of which shall have involved supervision; OR;

(C) Any equivalent combination of training and experience as defined by the limits in (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**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: December 16, 1977