

## DATA PROCESSING SUPERVISOR

Code No.: 6-04-031

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory technical position responsible for supervising overall data processing operations and programming activities for a small data processing department. The work involves administrative responsibility in areas such as personnel and budget, but also includes direct participation in programming and systems development activities. The employee reports directly to and works under general supervision from, an administrator. General supervision is exercised over a small technical 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.)

Supervises and participates in program design, analysis, coding implementation, testing and documentation on new projects;

Supervises and instructs subordinate personnel;

Supervises computer operations and hardware maintenance activities;

Responsible for hardware evaluation and recommendation of alternatives and/or new equipment;

Performs administrative duties including budget preparation and performance evaluations;

Supervises all phases of vendor support and service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of data processing principles and procedures; thorough knowledge of the principles, procedures and methods of computer operation; thorough knowledge of flow charts and codes required to process data; good knowledge of operation of computer peripheral equipment; good knowledge of program compilers and equipment used in processing various jobs; good knowledge of management principles and practices; ability to instruct subordinate staff; ability to analyze and debug individual programs; ability to determine the impact of programming on operations; ability to develop new plans and methods and to install and oversee their operation; ability to establish and maintain good working relationships; good judgment; integrity; health 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 an Associate's degree in Computer Science or Data Processing, plus five (5) years full-time paid or its part-time equivalent experience as a programmer analyst or computer programmer; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university

with a Bachelor's degree in Computer Science or Data Processing, plus three (3) years experience as defined in (A) above; OR,

- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Computer Science or Data Processing, plus one (1) year of experience as outlined in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) 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: November 14, 1974

REVISED: April 29, 1977

REVISED: December 16, 1987