

DATA PROCESSING LIAISON

GENERAL STATEMENT OF DUTIES: Acts as liaison between Town computer center (Mainframe Operations) and member Villages for the implementation of data processing systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for providing a communication link between village personnel in the areas of management systems (i.e., payroll, purchasing, budget, court records) and the Operations Supervisor at the Town computer center. Position involves following procedures for gathering and recording of initial input to create the data base, so village records can be converted from manual to a direct, online system. Position requires considerable contact with both town computer center Operations Supervisor and member village personnel to discuss data processing requests, problems and enhancements. Once conversion is completed, position responsible for overseeing data entry operations and maintenance of records and reports generated. Supervision is not a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Works with local jurisdiction personnel in preparing, coordinating, converting and inputting data from source documents into computer;

Works with local jurisdiction personnel to ascertain content and report format needed for data reports;

Oversees maintenance of files, records once data is generated;

Confers with municipal computer center operation supervisor in order to resolve unusual problems, deviations affecting workload and scheduling;

Determines timing of reports to be generated for use by local jurisdictions;

Assists with and reviews data transcribed as displayed on visual screen with source document and corrects any errors;

Confers with local jurisdiction departments and computer center personnel in relation to production schedules, down time records, proposals for necessary program changes;

Maintains records of all incoming and outgoing material processed;

Communicates with computer center personnel to schedule maintenance and repair work.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of capabilities, applications and operation of data processing equipment; good knowledge of clerical procedures and problems; good knowledge of record-keeping procedures; good knowledge in the scheduling of work flow; good knowledge of modern office procedures and terminology; ability to analyze and evaluate data; ability to understand and carry out oral and written instructions; ability to maintain status of work in progress; ability to work with others; attention to detail; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) four years of business experience, including two years of operations work such as data entry, data control, data conversion or computer operations; or (b) completion of two years of study at a regionally accredited or New York State registered college or university with sixty credits and two years of specialized experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0737