

MANAGER - COMPUTER OPERATIONS  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Manages the computer operations of the BOCES Lower Hudson Regional Information Center (RIC); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Director - Technical Operations, an incumbent of this position is responsible for the computer operations and batch processing of the RIC. The incumbent has responsibility for batch processing standards and coordinating implementation; establishing methods, procedures and controls to ensure efficient use of the data processing operations; coordinating with other BOCES departments to ensure efficient work flow and scheduling. Supervision is exercised over technical and non-technical positions.

EXAMPLES OF WORK: (Illustrative Only)

Oversees main frame computer operations, batch processing, scanning and the distribution of output;

Directs work assignments and establishes work schedules for the unit;

Coordinates with other divisions (e.g. Customer Services) for any special activities (e.g. extra reports, new reports, changes in reporting patterns or workflow);

Oversees the backup storage and security for all stored data;

Develops procedures and schedules for the efficient flow of work;

Evaluates new hardware and makes recommendations for hardware purchases;

Responsible for all computer hardware including mainframe and peripheral equipment;

Develops and monitors computer operations budget;

Supervises the work of both technical and non-technical employees;

Acts as the first shift supervisor in computer operations and may be required to operate computer systems, trouble shoot problems or provide technical assistance to operations personnel;

Monitors and plans operations inventories;

Monitors hardware and software elements of a mainframe environment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the capabilities, application and operation of various data processing and related equipment; thorough knowledge of the operations and use of computers, peripheral, off-line, and auxiliary equipment; ability to layout and supervise the work of others; ability to communicate effectively both orally and in writing; ability to read and interpret technical criteria about changes in hardware and software; ability to think logically; reliability; initiative; accuracy, tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and eight years of computer operations, two years of which must have been at a supervisory level; or (b) graduation from a recognized college or university with a Bachelor's Degree in Computer, Data Processing or Management Information Systems and four years of experience as stated in (a), two years of which must have been at a supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.