

MANAGER - SYSTEMS PROGRAMMING
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Supervises personnel and operations within the Systems Programming Unit; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Technical Operations, an employee in this class plans, organizes and directs all the tasks related to the operating system and communications software. Supervision is exercised over systems programming **and operations** staff.

EXAMPLES OF WORK: (Illustrative Only)

Plans and directs all department activities that are necessary to maintain systems and communications software;

Assigns staff to system projects and exercises on-site control and coordination;

Establishes standards and procedures;

Analyzes new system projects, including hardware and software, for their feasibility and cost;

Advises Director on the progress of operating and communications software, resource needs, and status of future projects;

Reviews and evaluates work of systems programmers and prepares performance reports;

Develops budget for department;

Coordinates all system-related projects, i.e. applications, telecommunications, with other BOCES departments, N.Y.S. BOCES, State Education Department, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of computer processing systems, principles and methods of application; thorough knowledge of the operation and use of data processing equipment; good knowledge of software facilities, such as data communications, data base management; good knowledge of hardware and software, including **their** capabilities and application; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* and four years of experience using computer based information systems or computer systems analysis in a **data center** environment, two of which must have been at the supervisory level; or (b) eight years of experience as described in (a) including the two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*Special Note: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary, degree-granting institution.

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.