

## SHIFT SUPERVISOR - COMPUTER OPERATIONS

GENERAL STATEMENT OF DUTIES: On assigned shift, oversees the main frame operations, related-equipment, and batch processing output of a central data processing organization; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager - Computer Operations, an incumbent of this class is responsible for overseeing the main frame computer operations and batch processing output of a central data processing organization. The incumbent works the second shift and is on call for the third shift. The Shift Supervisor - Computer Operations acts as a trouble-shooter for a wide array of operations problems and is expected to be accessible to operators to assist in solving technical difficulties which they themselves cannot resolve. In addition, the incumbent is responsible for the maintenance and security of the tape library of data files. Supervision is exercised over subordinate computer operations staff.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in the mainframe operations and batch processing output of the Regional Information Center;

Schedules work flow of operations in conjunction with Manager - Computer Operations;

Monitors batch processing operations and related equipment (printers, tape drivers, terminals, etc.), to ensure optimum efficiency;

Maintains tape library of data files;

Maintains backup and security for all data files;

Assists operators and acts as trouble-shooter in providing expertise in resolving technical problems;

May participate in evaluation of subordinate personnel, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operations of a computer system and related equipment; thorough knowledge of modern office equipment, procedures and terminology; ability to understand and carry out oral and/or written directions; ability to give clear oral or written directions; ability to plan and supervise the work of others; sound judgement; good interpersonal skills; initiative, resourcefulness; tact; accuracy; 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) graduation from a recognized college or university with a Bachelor's Degree and three years experience in the operation of a computer, one year of which shall have been in a supervisory capacity; or (b) graduation from a post high school, trade school or community college and five years of experience in the operation of a computer, one year of which shall have been in a supervisory capacity; or (c) seven years of experience in the operation of a computer, one year of which shall have been in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience which shall include the one year in a supervisory capacity.

NOTE: The successful completion of an approved course in computer operations may be substituted for six months of appropriate 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.