

SYSTEMS MANAGER
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Manages data processing operations and develops application programs for the Town of Greenburgh; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Comptroller, the position is responsible for developing data processing standards and coordinating implementation; establishing methods, procedures and controls to assure efficient use of the data processing services; directing the liaison between user departments; developing diagrams and specifications for application programming purposes. Direct and general technical and administrative supervision is exercised over Systems Analyst, Programmers and other technical positions.

EXAMPLES OF WORK: (Illustrative Only)

Develops and enforces software methods and performance standards and policies;

Confers with department heads regarding new applications and uses, information needs, operation problems and service requirements;

Reviews requests for additional data processing services and determines impact on current and planned resources;

Develops procedures and schedules for the efficient flow of work;

Recruits, selects, assigns and evaluates department staff;

Evaluates new hardware and software technology for applicability to user requirements;

Writes, modifies, tests and integrates complex coded programs into production environment;

Performs integrated testing of new or revised programs;

Provides appropriate documentation for each program;

Reports development activity, progress and performance to the Comptroller;

Develops department budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the capabilities, application and operation of various data processing and transmission and related equipment; good knowledge of principles and practices of systems analysis, design and implementation; good knowledge of programming methods and terminology; ability to communicate effectively both orally and in writing; ability to read and interpret technical criteria about changes in hardware and software; ability to impart technical knowledge to all levels of personnel; ability to plan and supervise the work of others; ability to think logically; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Computer Science, Data Processing, Management Information Systems and four (4) years of experience in data processing operations, programming or project management, two (2) years of experience which must have been as a Programmer with supervisory responsibility; or (b) graduation from a regionally accredited or New York State recognized community college with an AAS degree in Computer Science, Data Processing and six (6) years of experience noted in (a), two (2) years of experience which must have been as a Programmer with supervisory responsibility; or (c) eight (8) years of experience as noted in (a), two (2) years of experience which must have been as a Programmer with supervisor experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.