

## **Data Processing Manager – Business Office**

**TITLE:** Data Processing Manager, Business Office

### **QUALIFICATIONS**

1. Bachelor's Degree in Computer Science or M.I.S.
2. Minimum two (2) years experience in a mainframe or minicomputer environment or equivalent experience.
3. Knowledge of programming languages such as Cobol, Pascal, RPGII.
4. Basic knowledge of accounting procedures.
5. Such alternatives to the above as the Board may find appropriate.

**REPORTS TO:** Business Manager

**SUPERVISES:** Data Processing Assistant/Secretary

**JOB GOAL:** To insure the efficient, effective operation of the school system's data processing department.

### **PERFORMANCE RESPONSIBILITIES**

1. Develop and administer training programs for all end users.
2. Maintain system security and disaster recovery plans.
3. Assume responsibility for implementing new and updated application packages. Assume responsibility for system hardware and maintenance, including communications lines.
4. Maintain all data files.
5. Analyze new and modified software in relation to installation requirements. Design and implement user requests for data extracts and custom reports.
6. Maintain up-to-date knowledge about systems software supplied by the manufacturer.
7. Provide consultant services to those departments which indicate a need, interest, or desire to develop data processing applications.
8. Analyze, investigate and advise the administration regarding purchase or use of suitable data processing equipment.
9. Develop plans and budgets for data processing activity.
10. Attend all user group meetings and hardware or software training updates.
11. Assume such other related responsibilities assigned by the Business Manager.

### **TERMS OF EMPLOYMENT**

1. A twelve-month work year.
2. Salary and working conditions to be determined by the Board of Education.

**EVALUATIONS:** Performance of the job will be evaluated annually by the Business Manager.