

DATA PROCESSING SERVICES DIRECTOR

LOCATION: Business Services

TERM: Twelve months

SUPERVISOR: Executive Director Management Services

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university with major course work in computer science or a related field and three years of experience in computer systems analysis and/or programming (excluding micro/personal type computers).
2. Knowledge of computer programming and systems analysis and design principles and practices.
3. Knowledge of computer operations, procedures, and systems.
4. Knowledge of RPG and/or COBOL.
5. Ability to think logically and to analyze and solve problems.
6. Ability to identify and define user task needs and/or conduct short range and long range project planning studies.
7. Ability to plan, organize and coordinate work assignments.
8. Ability to communicate technical data processing information effectively verbally and in writing.
9. Ability to establish and maintain effective working relationships with others.

NOTE: College education beyond the educational requirements for the position from an accredited institution with major course work in computer science or a related field can substitute at the rate of 30 semester or 45 quarter hours for each year of required experience. Professional or technical experience relative to job responsibilities can substitute on a year-for-year basis for degree and training requirements.

RESPONSIBILITIES:

Perform duties as assigned which may include but not be limited to:

1. Direct the activities of assigned data processing personnel in the planning, scheduling and implementation of a comprehensive management information system.
2. Serve as consultant to higher level supervisory and/or administrative personnel in the planning of major systems.
3. Consult with user agencies to gather information and determine requirements for implementation of comprehensive management information systems.
4. Coordinate implementation of changes recommended by project teams and development of corollary training or support for system implementation.
5. Schedule assigned data center personnel and equipment to insure proper implementation and operation of the system.
6. Coordinate and/or participate in the development and implementation of operational policies plans for the integration of all departmental information systems.
7. Perform related work as required.
8. Supervise and evaluate Data Center staff.
9. Perform other duties as assigned by Executive Director Management Services.

TERMS OF EMPLOYMENT: Twelve months. Salary based upon board-adopted schedule.