**Data Processing Manager**

**QUALIFICATIONS**

* Bachelor’s Degree in Computer Science or M.I.S.
* Minimum two (2) years experience in a mainframe or minicomputer environment or equivalent experience.
* Knowledge of programming languages such as Cobol, Pascal, RPGII.
* Basic knowledge of accounting procedures.
* 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**

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

**TERMS OF EMPLOYMENT**

* A twelve-month work year.
* 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.