**MANAGEMENT INFORMATION SERVICES SUPERVISOR**

**DESCRIPTION OF WORK:** This is technical work in the development and design of programs for processing data by electronic computers. The work involves the determination of the desired results in conference with department heads or work station operators. The work includes selecting the best method of capturing the data and the production of the programs to accomplish the desired results. The work is done under the general supervision of the business manager but the incumbent has wide latitude for the type and kind of procedures used in the writing of the programs.

**EXAMPLES OF WORK:** Meets with operating department personnel to determine the type, kind and format of the printouts desired; determines logical operations and sequences of processing; writes and codes instructions using techniques peculiar to the equipment to be used; makes trial runs with simulated detail data; corrects and refines programs; documents finished programs and procedures; prepares instructions sheet to guide machine operators during production runs; assists computer operators with large production jobs; meets data processing supply salesmen and maintains adequate supplies; oversees proper backup of data; recommends purchase of new equipment to the business manager.

**QUALIFICATIONS FOR WORK:**

Knowledge of:

* Programming techniques and equipment capabilities
* Financial worksheet preparation and formats

Ability to:

* Convey technical information to work station operators to accomplish desired results
* Concentrate on very detailed work for a long period of time
* Establish and maintain effective working relationships with other employees.