

COMPUTER CENTER SUPERVISOR

DEFINITION

Under general supervision, manages the activities of a medium-sized computer center; operates a real-time on-line computer configuration; trains and provides direction for operators; performs related work as required.

EXAMPLES OF DUTIES

Operates, when required, a medium-sized computer, including peripheral equipment such as tape drives, disk drives, card reader, random access devices and teleprocessing equipment; diagnoses machine malfunction or errors and makes corrections; supervises operators; plans, organizes, directs and controls the activities of the computer center through subordinates to meet production schedules; works closely with programming and systems personnel in coordinating activity between the Computer Center and programming; supervises the equipment, preventive and remedial maintenance programs; reviews data center personnel performance; performs data-input function processing data according to defined procedures; assists in testing new applications; recommends changes in scheduling and applications to utilize the computer efficiently; performs control functions as required; coordinates input processing, assures availability of proper media for output; assists programmers and analysts in performing technical tasks; maintains forms control and inventory, reorders as required; maintains a log of computer usage time for each application program; maintains tape library system; supervises operating systems conversions; evaluates center operations from efficiency/effectiveness perspective; recommends new technologies for cost effectiveness.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to an Associate Degree in Data Processing and one year of experience supervising a medium-sized electronic data processing computer installation. Experience operating an IBM 4341 computer configuration (DOS/VSE) is desired.

Knowledges and Abilities: Ability to supervise and operate a medium-sized electronic data processing computer and peripheral machine; ability to detect and correct malfunction of equipment; ability to follow prescribed standards and procedures; ability to follow written and oral instructions; ability to make simple computations; ability to work effectively with others; ability to direct the work of others; knowledge of related data processing functions.