COMPUTER CENTER DIRECTOR

KIND OF WORK

Independent direction of a computer center.

NATURE AND PURPOSE

An employee in this class is responsible for the provision of all data processing services for the State Community College System. Responsibility extends to the development of standards for software systems, computer utilization and the center services. He/she develops budget requests for supplies, computer hardware, system software and personnel. A director will have supervisory responsibility for a staff of professional, technical and clerical personnel at the data processing center. Supervision is from administrative officials in terms of results achieved with the incumbent being independently responsible for directing all technical aspects of the operation.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes and maintains performance standards (such as percent of machine availability and turnaround time) in order to provide acceptable service to all users.

Coordinates computer schedule by establishing priorities in order to maximize machine productivity by controlling job mix and establishing job sequence.

Assigns and delegates tasks and responsibilities so that center personnel are effectively utilized.

Documents all budgetary needs and procures additional equipment, maintenance and supplies so that the data processing needs of the Community College System can be best met.

Evaluates, designs, implements and documents application software systems.

Designs and implements operating procedures related to application software so that security and integrity of data is maintained.

Evaluates, recommends and procures venders systems software necessary for effective and optimal use of data processing equipment and personnel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of data processing techniques and practices.

Thorough knowledge of departmental budgetary and accounting systems.

Considerable knowledge of federal and state statutes pertaining to electronic data processing.

Considerable knowledge of the state's procurement system as it applies to data processing.

Ability to:

Ability to plan, assign and direct the work of a large number of professional and semi-professional data processing employees.

Ability to implement procedures to gain optimal efficiency and effectiveness of employees and data processing equipment (computer system, terminals, and off-line equipment).

Ability to understand, evaluate, procure and implement complex data processing system software and equipment.

Ability to understand Community College System objectives as well as the communication of these objectives to support subordinate staff with limited direct supervision.

Ability to evaluate and implement administrative procedures on data processing equipment (such as determining job mix, assigning processing priority so that maximum productivity is achieved).

Ability to establish and maintain effective working relationships with managers throughout the Community College System as well as the public and other employees.

Ability to speak and write effectively.

Est.: 3/23/79   TC:
      Rev.:   Former Title(s):