

EDP OPERATIONS SUPERVISOR 3

KIND OF WORK

Supervision of a very large computer operations section.

NATURE AND PURPOSE

An employee in this class is responsible for directing all activities of a very large unit record installation engaged in a variety of activities. Responsibility extends to developing and establishing procedures, designing cards and forms, and interpreting to using units and supervises the capabilities of the unit. Supervision is received from administrative officials in terms of results obtained, but the employee is independently responsible for the technical operations.

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

Plans, assigns and coordinates the work of several unit record and keypunching units.

Coordinates the work of the unit record section with work in other sections of the department.

Suggests methods of simplifying work in other sections through the use of unit record equipment.

Prepares wiring diagrams or wires plug boards for difficult or unusual jobs.

Devises codes and procedures and discusses proposed projects with administrative officials to determine suitability for use of unit record equipment.

Instructs subordinates in all phases of machine operations.

Makes decisions relative to the operation of the section and assists employees in the solution of the more difficult problems.

Supervises preparation of accounting records and reports, salary and expense checks and abstracts, and statistical reports.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Program and procedures of the department.

Methods of operation and the potentialities and limitations of unit record equipment in accounting and statistical operations.

Techniques of statistics and of the principles and practices of accounting.

Office procedures, methods and equipment.

Principles and practices of office management.

Ability to:

Develop procedures and forms involved in unit record work.

Operate all types of unit record equipment, to prepare wiring diagrams and to perform the more difficult wiring operations.

Est.: 1/11/62
Rev.:
Ckd.: 8/92

T.C.: 3/73; 12/74
Former Title(s): EDP Operations Supv
EDP Operations Manager