

DIRECTOR OF DATA PROCESSING

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and technical position involving responsibility for planning and overseeing the work procedures in analyzing and adapting a variety of financial and statistical data to computer processing. The work is performed under general direction of the County Administrator with considerable leeway allowed in planning work programs, procedures, methods, and schedules for the equipment. Supervision is exercised over subordinate computer operations personnel.

TYPICAL WORK ACTIVITIES:

- Oversees personnel engaged in processing, analyzing, and storing a variety of financial and statistical data;
- Provides technical advice and assistance to department officials in identification and solution of a variety of data processing problems;
- Coordinates and maintains schedules and priorities for the utilization of equipment;
- Provides cost forecasts, estimates, and billing for a variety of County data processing activities;
- Oversees the supervision and training of employees engaged in the operation of an electronic computer and related peripheral equipment;
- Directs the supervision and oversees programming and documentation of current and new computer applications;
- Plans, supervises and participates in broad systems design, and analysis of problems related to a variety of accounting and statistical data;
- Determines need for new or additional equipment and recommends type and/or capacity;
- Establishes procedures and controls to insure adequate volume and accuracy in operations;
- Prepares a variety of records and reports in connection with the operation of a data center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of operation and management planning of a data processing department; good knowledge of the application of major types of electronic data processing equipment to accounting and statistical problems; working knowledge of electronic computer programming principles, techniques, and concepts; working knowledge of systems analysis applicable to computer programming and equipment operation; ability to establish and maintain working relationships with program administrators and superiors; ability to plan, organize and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science or related field and two years of experience in programming and systems analysis for business and accounting applications;

OR

B.) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in computer science or related field and four years of experience in programming and systems analysis for business and accounting applications;

OR

C.) Graduation from high school or possession of a high school equivalency diploma and six years of experience in programming and systems analysis for business and accounting applications;

OR

D.) An equivalent combination of training and experience as indicated in A, B, or C, above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/17/90

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