

ASSISTANT MANAGER - DATA PROCESSING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for providing staff assistance to the Manager - Data Processing in the management of the Division of Information Systems. Responsibility involves monitoring divisional activities to ensure the efficient, effective and economical utilization of electronic data processing equipment through the development and implementation of methods and procedures and the application of same to specific County needs. Supervision is exercised over a number of Systems Analysts, Programmers, Computer Operators and clerical personnel, both directly and through supervisory personnel.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates planning and production activities and establishes the policies of the Information Systems division;

Participates in the development and implementation of County-wide Information Systems policies;

Confers with representatives of County departments to determine possible application of electronic data processing to the operation;

Directs the development of improved methods and procedures in utilizing data processing, and establishes work standards;

Analyses division activities and potential activities in terms of cost and time involved to determine practicality of the use of data processing equipment and personnel;

Directs and reviews project feasibility studies;

Revises computer operation schedule to introduce new program testing and operating runs;

Meets with vendors and discusses proposals for new equipment, and makes studies of proposed new equipment;

Supervises the requisitioning of supplies and equipment, maintenance of inventory records, and activity reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the current principles, practices, methods and techniques of data processing, communications and management information methods; thorough knowledge of the capabilities, application and operation of all types of data processing, data transmission and related equipment in a medium to large size installation; thorough knowledge of the principles and practices of systems analysis, organization and management analysis, budgeting, accounting, statistical analysis, forms and records management and methods; ability to plan, organize and review the work of a diverse and highly technical staff and operating personnel performing a wide variety of information and data processing functions; ability to present ideas clearly and concisely, both orally and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

in writing; sound judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either: (a) seven years of administrative/supervisory experience, five years of which must have included the development of management information systems and the application thereto of electronic data processing equipment; or (b) Master's Degree* in Public Administration or Business Administration and six years of experience as described in (a), five years of which must include the specialized experience; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.