

## **DIRECTOR OF DATA PROCESSING SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This administrative and technical position exists in the Oneida County Department of Social Services, and involves responsibility for planning, directing, and coordinating the work procedures of a computer center in analyzing and processing a variety of financial and statistical data to computer processing. The work is performed under the general direction of the Commissioner of Social Services, with considerable leeway allowed in planning work programs, procedures, methods, and schedules for the equipment. Supervision is exercised over such technical staff as Systems Analyst, Computer Operators, Data Processing Clerks, Sr. Data Entry Machine Operators, Data Entry Machine Operators and other subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees the operation of a mainframe computer, micro-computers and local area network engaged in processing, analyzing, and storing a variety of administrative, financial, statistical, and medical data;

Supervises, trains, and provides assistance to technical employees engaged in the operation of the computer and local area network;

Establishes production procedures, priorities, and controls to ensure adequate volume and accuracy in operations;

Analyzes the flow of information between the computer center and various units participating in the data processing system and designs programs accordingly;

Supervises and conducts methods and systems studies of programs of various departments to determine feasibility of adapting them to data processing methods;

Prepares sample test data, performs program testing, and makes modifications, revisions, and corrections as necessary;

Analyzes problems and terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output;

Prepares systems design specifications;

Supervises and performs detailed program documentation including flow charts, coding sheets, operator instructions, and related program testing materials;

Ensures the system is operating at peak efficiency including application of systems software, hardware, and modifications suited to users needs;

Designs forms, flow charts, schedules, and operational instructions and procedures;

Determines needs for new or additional equipment and recommends type and/or capacity;

Confers with superiors and operating Department personnel to ascertain the nature of projects to be brought on line and resolve difficulties with existing applications;

Confers with software vendors of packaged applications regarding problems and revisions to the software;

Orders computer related supplies;

Ensures that confidentiality is maintained along the entire computer network;

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**TYPICAL WORK ACTIVITIES cont'd:**

Acts as local area network administrator;  
Oversees the addition of computer equipment and obtains permission for purchase from State Department of Social Services;  
Supervises the cabling of linked terminals to the local area network and mainframe computer;  
Supervises terminal security for computer equipment and manages and controls usage security for Department personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of potential uses and general limitations of data processing systems in multi-purpose, highly variable applications; thorough knowledge of the operation, care and adjustment of mainframe computer, micro-computers and related peripheral equipment; good knowledge of local area network administration; good knowledge of mainframe and micro-computer programming and systems analysis principles, including, "on-line" techniques and concepts; good knowledge of application of major types of computer equipment to accounting and statistical processing; ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; ability to describe departmental needs and capabilities to systems analysts and programming technicians; ability to operate mainframe and micro-computers; ability to plan and supervise the work of others; ability to prepare written summaries and reports; ability to establish and maintain working relationships with program administrators.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in information resource management, data processing, computer science, computer programming, or a closely related field, **AND** three (3) years of supervisory experience in the operation of mainframe and micro-computer equipment, involving programming and systems analysis activities and local area network administration; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in applied science in data processing, computer science, computer programming, or a closely related field, **AND** five (5) years of experience in the operation of mainframe and micro-computer equipment; three (3) years of which shall have been in a supervisory capacity, involving programming and systems analysis activities and local area network administration; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** seven (7) years of experience as outlined in (B) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.