

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6398
Pay Grade: C03

FLSA: Exempt

SUPERVISOR, COMPUTER OPERATIONS

MAJOR FUNCTION:

Performs responsible supervisory work involving direction and control over technical personnel and activities, on all shifts, within the Data Processing computer operations. Responsibilities include coordination of the operation area's overall production effort for maximum effectiveness and efficiency. Work is performed independently under general direction, and reviewed through observation, conferences, reports, and results achieved.

DUTIES AND RESPONSIBILITIES:

- Supervises the overall activities of technical personnel in the operations of the Data Processing Department, including the planning, implementation, and monitoring of the production process.
- Coordinates and assigns production schedules and work flow for all shifts according to system needs and to expedite priority jobs; informs technical personnel of changes from the routine daily job schedule.
- Develops, updates, and implements procedures for job execution and productive work flow; anticipates and determines probable cause of malfunction and takes corrective action to insure minimal interrupted operation time; maintains records pertinent to hardware failures.
- Recommends improvements on operating conditions and procedures to management.
- Documents and resolves computer operations related problems; contacts, coordinates with and assists vendor service representatives on machine failures and/or system related problems.
- Defines needs, oversees and/or provides training to lower level technical personnel in all phases of computer operations production; evaluates all shift personnel.
- Maintains up-to-date technical procedures and operations manuals to assure optimal utilization of all computer resources by technical personnel.
- Notifies Help Desk personnel of all hardware/software problems and follows up on corrective action taken.
- Assists in preparing the budget for the Operations section.
- Orders supplies and maintains inventory for the computer operations section.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited junior or technical college with an Associates degree in Data Processing, Computer Science or related field, plus five (5) years progressively responsible computer operations experience, in a large computer system environment, or an equivalent combination of education, training and experience.

ISSUED: 9/79 SSN; REVISED: 3/86 MW; BOARD APPROVED: 3/12/86; REVISED 8/91 (D & R ONLY)
REVISED: (MF AND D&R) 4/96 SV; CHANGED TO EXEMPT 7/01; BOARD APPROVED: 6/12/01,
REVISED MF, D&R, MQ's AND PAY GRADE LMCK; BOARD APPROVED: 5/13/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, COMPUTER OPERATIONS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Computer Operations - PTS