

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6445
Pay Grade: C07

FLSA: Exempt

SUPERVISOR,
MGT INFO SYS PRODUCTION CONTROL

MAJOR FUNCTION :

Performs responsible supervisory work over a clerical staff, directing the data entry and data control activities within a large, complex data processing environment. Position is responsible for the overall flow of production, pre- and post-processing and assuring the flow of data through the area. Work involves extensive user contact and is performed under general direction.

DUTIES AND RESPONSIBILITIES:

- Supervises, directs, and evaluates the activities of production control personnel; assigns work to personnel and schedules work flow to meet production schedules; organizes and prioritizes data received into proper sequence for data entry processing; oversees JCL set-up and applicable control documentation.
- Contacts users to resolve discrepancies on non-routine problems and to correct data errors; coordinates with user departments and schools on new jobs and production timetables.
- Prepares data entry production/statistical data reports for management.
- Recommends to management changes in methods and procedures where there are potential or existing problems for the improvement of data entry, data control, and tape library systems.
- Trains data entry personnel in the operation of electronic data entry equipment and correct procedures; trains data control personnel in proper data handling, documentation, and audit procedures.
- Recommends changes to policies, procedures, and standards in response to changes in customer requirements and technology; assists in long and short range planning.
- Insures schedules and priorities are complete and correct for the flow of all input data through the Production Control area.
- Controls and oversees the flow of data between submission and set-up for computer processing.
- Coordinates data entry and data control functions and production with computer operations services.
- Controls and oversees the tape library system and maintains a complete inventory of all current tape files.
- Performs related duties, as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college with an Associate's Degree in Computer Science, or related field, plus five (5) years of progressively responsible experience in a data processing environment, to include two (2) years of experience in a supervisory or projects coordinator capacity; or an equivalent combination of education, training, and related Pinellas County School Board experience.

ISSUED: 9/79 SSN; BOARD APPROVED: 10/12/83; REVISED: 3/86 MW; BOARD APPROVED: 3/12/86;
REVISED: 2/89 MW; BOARD APPROVED: 3/8/89; REVISED: 8/91 (D & R ONLY)

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, MANAGEMENT INFO SYS PRODUCTION CONTROL

<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. Management Info Sys Production Control - PTS