

**CLASS TITLE: ASSISTANT SUPERVISOR
COMPUTER OPERATIONS**

**Class Code: 02702600
Pay Grade: 27A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and to supervise the central computer operations work for a given department or agency such as but not limited to welfare, the Registry of Motor Vehicles and taxation; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with latitude for independent judgement; work is generally reviewed on completion.

SUPERVISION EXERCISED: Supervises and directs the work of subordinates assigned to the unit.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the central computer operations for a given department or agency, such as, but not limited to, the Registry of Motor Vehicles, welfare, taxation and general functions.

To supervise and direct the work of subordinates assigned to the unit.

To schedule and coordinate the work among the shifts.

To coordinate the work between the department or agency and the central computer unit.

To assist the programming unit in setting up new routines.

To make recommendations to the programming unit that will make present procedures more efficient.

To be responsible for the maintenance and updating of all files belonging to the unit.

To ensure that subordinates have sufficiently detailed information to run the programs properly.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of computer operating practices, procedures and techniques; a thorough knowledge of computer capabilities; a working knowledge of the operation of computer peripheral equipment; a working knowledge of basic algebra and numbering systems; the ability to think in terms of computer logic; the ability to supervise the work of subordinates; the ability to maintain effective working relations with others; the ability to communicate effectively both orally and in writing; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school supplemented with courses in computer operations; and

Experience: Such as may have been gained through: employment as a computer operator or as a first line supervisor in computer operations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 22, 1997

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