

MAJOR FUNCTION

This is responsible work scheduling data processing work flow within the data processing center. The incumbent is responsible for assigning priorities to meet schedules and deadlines, scheduling data processing jobs, and monitoring input-output against quality standards. Work is performed under the general direction of the Computer Operations Coordinator who reviews work through conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Schedules computer production runs to best meet user requirements. Schedules computer time for the Systems and Development staff's testing of programs. Assigns priorities to meet deadlines. Serves as liaison between Data Services and the user with respect to schedules and related matters. Assembles materials for production runs and gathers input materials from users and data entry. Monitors input and output of the production work schedules. Maintains production schedule logs. Maintains daily Production Run Request File with the Job Summary reports. Monitors quality of work produced that is to be sent to users. Analyzes aborted and incomplete computer runs, and corrects and restarts where possible. Works with Systems and Development staff to resolve production problems and enhance production efficiency. Assists other employees in the off-line operations, computer operations control, and data entry sections. Maintains Run Instruction Documentation Files. Performs related work as required.

Other Important Duties

Performs special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the operation of mainframe computers and related data processing equipment. Considerable knowledge of the application of computers to complex accounting and statistical problems. Considerable knowledge of the principles, practices, and procedures of modern data processing. Ability to efficiently plan and schedule incoming work to meet established deadlines. Ability to establish and maintain effective working relationships with department heads, officials, and other employees. Ability to communicate effectively, both orally and in writing. Ability to understand and follow moderately complex oral and written instructions. Ability to learn new methods, procedures, and operations.

Minimum Training and Experience

Graduation from high school or possession of an equivalent recognized certificate and successful completion of a two year program of study in electronic data processing at a vocational or technical school or community college; or two years experience that includes data processing work, one year of which must have been at the level of Computer Operator I or above; or an equivalent combination of training and experience.

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