JOB DESCRIPTION
(Date)

POSITION TITLE: Data Processing Manager

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Direct, coordinate and supervise the overall functions of the Electronic Data Processing facility in conformance with policies, operating controls, accounting principles, advanced mathematical logic and computer theory.

II. ESSENTIAL FUNCTIONS:

Through application of motivating techniques, delegation of responsibility and appropriate authority to Subordinate Supervisors accomplish optimum utilization and economical implementation of the computer, its components and peripheral equipment.

Plan, coordinate and direct the activities involved in determining the feasibility of applications, systems analysis, programming and processing of diverse business data and/or the solving of complex engineering and scientific problems.

Review proposals and applications developed by Project Planner, et al., to determine if project is compatible with equipment capacities, acceptable techniques, work load, schedules, operational costs, etc.

Confer with representatives of divisions whose applications are being introduced or converted to the computer to resolve procedural problems; clarify scope of operations; establish purpose and controls and improve information on success and forms of data material supplied.

Prepares operating budget for department and monitors expenses on a continuing basis.

Through contacts with equipment manufacturers, professional societies and educational institutions, keep abreast of new developments germane to the function.

Prepare periodic reports concerning operations, production, downtime, equipment service and repair.

Confers with controller and other department heads to analyze how well the present system meets their needs and to plan for modifications as indicated.

III. QUALIFICATIONS AND EXPERIENCE:

Bachelor's degree with strong computer background. A master's degree is desirable and could be substituted for up to two years of experience.

Five or more years of related computer experience with at least three in a management capacity.
Good analytical, managerial and organizational skills a necessity. Must possess communications skills to explain technical information in understandable language to non-technical personnel.