



<b>Position Title:</b>	Computer Operations Manager		
<b>Reports To:</b>	Director		
<b>Department:</b>	Computer Operations	<b>Job Code:</b>	0368
<b>Prepared By/Date:</b>	Carol Flynn/05-2007	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Karl Herelman/07-2007	<b>Salary Grade:</b>	15
<b>Revised:</b>	Jennifer C. Brito/5-29-2009	<b>FLSA Status:</b>	Exempt

**Summary:**

Manages the District/Kendall Campus main computer center and coordinates selective computing activities between the remote campus terminal centers and the main South Campus computer center.

**Essential Duties and Responsibilities:**

- Oversees the selection and scheduling of the South Campus computer operating personnel engaged in data processing production tasks.
- Develops schedules and/or approves the schedule for utilization of computer and auxiliary equipment, keypunch/data entry operators, and production control activities.
- Coordinates computer operating activities with appropriate computer applications programming and analysis sections to provide maximum service with greatest machine and manpower efficiency.
- Enforces strict regulations for the safety, security and businesslike operation of the South Campus computer center.
- Assists in the preparation of the South Campus computer center budget.
- Represents the Director of Computer Operations as required, and performs the duties of the Director of Computer Operations during the Director's absence.
- Performs related duties as required or deemed appropriate to accomplish assigned responsibilities and functions of the office.

**Knowledge, Skills and Abilities:**

- Knowledge of computer operations using large-scale computers with remote on-line terminals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to work in a multi-ethnic and multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate’s degree in an appropriate field from an accredited college or university.
- Ten (10) years of progressively responsible experience in computer Operations using large-scale computers with remote on-line terminals.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name