

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

DATA PROCESSING MANAGER

Under general direction, plans, establishes, implements, and administers the Data Processing activities of the Marin County Office of Education; serves as a technical and administrative resource to personnel; ensures cost efficient and effective operations, oversees general day-to-day activities; provides guidance and training both individually and in large groups and does other work as required.

DUTIES AND RESPONSIBILITIES:

1. Develops and implements long and short-range plans for comprehensive Data Processing services of the Marin County Office of Education; provides direction for users; plans, evaluates, coordinates programs, and schedules existing and new applications to meet requirements of users; conducts and coordinates systems analysis; collaborates with user personnel in the implementation of new systems and procedures and in the modification of existing ones; trains personnel, including the designing and implementation of all data processing inservice programs; analyzes program operation difficulties and assists in debugging same.
2. Supervises work of assigned personnel.
3. Manages the County-wide telecommunications network; develops procedures for data systems and operations; develops and manages the annual budget for data processing.
4. Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

- Education: Baccalaureate degree from a recognized college or university with emphasis on computer science, or in the alternative, any combination equal to graduation from a four year recognized college or university, including courses in data processing, systems and procedure analysis, information storage and retrieval systems, project planning and control techniques.
- Experience: Four years of increasingly responsible experience in data processing, including programming and system analysis, two years of which shall have been in a supervisory capacity.