

DATA PROCESSING COORDINATOR
(WATER BOARD)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board. An employee in this position is responsible for coordinating computer activities for the Water Board departments and providing assistance to computer users. The Coordinator performs necessary analysis to identify equipment needs, writes hardware and software specifications, and trains and/or arranges training for personnel. The work is performed under the administrative direction of the Data Processing Supervisor, with leeway allowed for the exercise of independent judgement in carrying out technical details of the work. Supervision is exercised over the work of Computer Operators, Computer Programmers and subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with department heads to determine new applications to be brought on-line and resolve difficulties with existing applications;
Determines need for new or additional equipment and recommends type and/or capacity;
Responds to user requests for assistance in such areas as software operation, arranging for equipment repair or replacement;
Confers with users and potential users to explain possible approaches to computerization and procedures for obtaining services from Data Processing Department;
Coordinates computer activities for all required procedures and applications;
Works with data processing center to establish production procedures, priorities, and controls to ensure adequate volume and accuracy in operations;
Establishes priorities for the delivery and coordination of services to departments;
Coordinates the scheduling of testing dates with participating systems and data processing center personnel;
Ensures the system is operating at peak efficiency including applications of software, systems software, hardware and modifications suited to users' needs;
Reviews the work of the data processing center to determine adherence to department policies and needs of those services;
Provides assistance to computer users;
Trains, or arranges training, for personnel;
Confers with vendors to discuss pricing and equipment available;
Works with computer networks and word processing equipment;
Operates computer and related peripheral equipment, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation, care and adjustment of micro and mainframe computer related equipment; good knowledge of the application of major types of computer equipment to Water Board systems; good knowledge of software packages used by the Water Board; good knowledge of office terminology and procedures; working knowledge of systems analysis applicable to computer operation; working know-ledge of computer center operations and planning; ability to monitor and control large number of projects, problems and issues; ability to train others in the use and application of mainframe and micro-computer software; ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; ability to establish priorities and coordinate several different activities; ability to prepare written material, such as detailed narratives of proposed projects and progress reports; ability to establish and maintain working relationships with staff and Water Board personnel; ability to plan, organize and supervise the work of others; ability to perform close detail work; ability to follow complex oral and written instructions.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, including or supplemented by twelve (12) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field **AND** one (1) year of experience in the operation of mainframe and micro-computer equipment, which shall have included working knowledge of software programs and their applications; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree, including or supplemented by six (6) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field, **AND** three (3) years of experience as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above;

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.