

**DATA PROCESSING SUPERVISOR**  
**(WATER BOARD)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Upper Mohawk Valley Regional Water Board. This is important technical and administrative work, involving responsibility for the planning and direction of data processing operations for the Water Board. The work not only involves supervision, but also the responsibility for work-load analyses, the development of procedures for the introduction of new programs, and the explanation of computer software and hardware capabilities and advantages to program administrators. The work is performed under general direction of the general manager, with leeway allowed for the exercise of independent judgement. Supervision is exercised over the work of technical computer personnel and clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises all aspects of data processing, including staff, software development and maintenance, special project development and hardware requirements;  
Programs computer codes and develops software applications for requested projects;  
Performs system analysis on newly-requested applications and changes to existing applications before assigning projects;  
Meets with department heads to set up new applications and modify existing applications;  
Provides technical advice and assistance concerning the capacity and limitations of computer equipment;  
Performs supervisory and administrative functions on Novell file server and Unix system;  
Reviews equipment and software purchases, as needed, for new applications and changes to existing applications;  
Maintains schedule of data processing functions;  
Analyzes present system and workload;  
Designs paper forms, procedures flow charts, schedules and operational instructions;  
May instruct employees in the use of computer;  
May personally operate the various machines for these operations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the operation, care and adjustment of micro and mainframe computer related equipment; thorough knowledge of the application of major types of computer equipment to Water Board systems; thorough knowledge of software packages used by the Water Board; good knowledge of systems analysis applicable to computer operation; good knowledge of computer center operations and planning; ability to monitor and control large number of projects, problems and issues; ability to establish and maintain cooperative working relationships with program administrators and superiors; ability to follow complex oral and written instructions; ability to plan and supervise the work of others; mechanical aptitude; initiative; accuracy, reliability; good judgement.

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**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** three (3) years 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** five (5) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) 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.