

Data Processing Operations Supervisor

SUMMARY:

Supervises and coordinates activities of workers operating computers and peripheral equipment.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Organizes, directs and controls activities of subordinate staff who operate mainframe computer system and various peripheral equipment to process daily computer job schedules and program tests.
- Directs training or trains workers to operate computer and peripheral equipment by scheduling jobs, teaching them to resolve input/output problems with user departments, and maintain scheduled production.
- Consults with others (Supervisor, vendors, experts, etc.) about problems such as equipment performance, output quality, and maintenance schedule, and coordinates flow of work between shifts to ensure continuity.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)