



POSITION DESCRIPTION

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| JOB TITLE: Supervisor, System Programming Res Team Job Class: 2609 | | |
| DATE | DEPARTMENT OR SCHOOL | DIVISION |
| BARGAINING UNIT: ASC | | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: | Pay Range: | Management Approval: |
| POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Plans and implements the operating system and communications environment. Maintains the operating system, application interfaces, data file organization structures and network access. | | |

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Through direct involvement and/or delegation to others, maintains all operating system software, interfaces to application software and data file organization structure.
2. Plans and maintains efficient and secure software to support a complex communications based computer system used for a wide range of administrative applications.
3. Prepares material for generation of new operating system releases including the selection of those options which meet the requirements of the current computer environment.
4. Develops plans to provide system backup and recovery capabilities.
5. Implements, controls and manages all network systems and access.
6. Prepares and maintains a library of system documentation.
7. Maintains statistical data on processing capacity, disk storage allocation and channel usage.
8. Maintains detailed records related to software changes modifications, corrections, etc.
9. Evaluates and analyzes new hardware and software products and advises Information and Technology Systems Department management concerning the impact of these products.
10. Works closely with vendor software support personnel.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Manager of Technical Systems Service

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

System Programmers

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.