

DATA PROCESSING SYSTEMS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

This is complex administrative and professional work involved in systems development activities including systems analysis, systems design and programming.

Employees in this class provide information on proper systems growth and provide the direction for projected adaptations of computer software and hardware.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers data processing activities pertaining to application design, programming and system software. Establishes general schedules and priorities for various projects.

Provides cost estimate information for computer services, recommends for uses of data processing equipment; maintains and develops computer systems; evaluates and analyzes equipment requirements and capabilities; reviews technical developments in data processing for general applicability.

Originates, develops, and implements plans for improving systems designs, programming, and systems analysis.

Evaluates and analyzes documentation on each hardware and software; prepares recommendations pertaining to software acquisition, training requirement, hardware configuration and personnel.

Conducts conferences with operating and administrative officials pertaining to data processing problems or programs.

Keeps abreast of current developments and changes in automatic data processing functions.

Reviews system development outputs; discusses problems with systems personnel; reports to manager complex problems concerning the unit.

Oversees the work of the technical library activities.

Prepares reports and recommendations and correspondence on unit matters.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the functions and capabilities of data processing.

Knowledge of the principles, practices and techniques of computer programming.

Ability to administer electronic data processing systems development activities.

Data Processing Systems Administrator

Ability to evaluate governmental systems and processes and recommend adapting to electronic data processing techniques to improve program effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to prepare cost estimate information for computer services.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Skill in systems design and data processing.

MINIMUM EXPERIENCE AND TRAINING:

a) Four years of specialized experience in computer systems programming and analysis work, two years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in computer science, business administration, mathematics or related field; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission