

Core System Operations Manager – Job Description Summary

Holds responsibility for overseeing a multi-shift operation (day & evening). Plans and prioritizes the work of the Information Systems department staff. Develops and revises inter-departmental procedures for coordinated and efficient work flow of operations area. Ensures that user needs and production schedules are met by determining the most efficient utilization of personnel and equipment. Coordinates core system projects of the Information systems department through planning, support, documentation, training, analysis, and project management skills. Works closely with management to accomplish goals set forth by the IS department and the organization.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Certificates, licenses, registrations
- Physical demands
- Work environment
- Mental demands