Data Processing Manager

SUMMARY:

Directs and coordinates development and production activities of data processing department.

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

- Consults with management to determine information requirements of management, regulation, and/or customers to determine boundaries and priorities of new projects, and to discuss system capacity and equipment acquisitions.
- Reviews project feasibility and prepares RFP for vendor proposal. Analyzes proposal submissions for conformance to requirements and compiles report of comparative factors and elements, including cost.
- Produces MIS reports to provide management with the required financial and statistical data on a daily basis, plus status of program changes and deviation from predetermined goals.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes. Conducts all tests to review operating system upgrades, and changes to ensure configurations and protocols are correct and functioning.

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