

## **Computer Center Supervisor**

### **SUMMARY:**

Reports to the data processing manager and manages the organization's physical computer processing and distribution facilities, including the operation of the mainframe system, the scheduling and controlling of computer production runs, maintaining data library, reviewing and reconciling all input/output, and distributing computer-prepared reports, forms, and documents.

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.
- Works with programmers and operates computer to test new and modified programs, executes commands, observes operation, corrects errors and revises protocols to facilitate data input and eliminate down-time.

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