

Data Processing Operations Supervisor - Job Standards

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

KNOWLEDGE OF WORK:

- Fully understands the data processing mainframe system, including all protocols, setting of parameters, supporting users, running reports, generating management information
- By reason of formal computer training, or equivalence, is conversant with the operating architecture of the system, its capabilities, limitations, and special features that might be effectively utilized
- Understands the input and output requirements of the organization and ensures that processing schedules are maintained in accordance with requirements

QUALITY OF WORK:

- Operates system in conformity with the operating system's design and function
- Strives for 100% up-time through a process of preventative maintenance and regular inspection
- Ensures that all input and output is accurately processed, produced in a timely manner, and in the format specified by management
- Maintains a log of computer activity to ensure problem prevention and satisfactory operation at all times

QUANTITY OF WORK:

- Performs all tasks on schedule, making adequate allowance for size and frequency of tasks (i.e., production of quarterly statements, month end reports, etc.)
- Loads enhancements, new software, new protocols on schedule; tests and gets operational as required by management
- Arranges scheduled operations (up time/down time) to align with requirements of computer operation to ensure all scheduled runs occur as required

PLANNING AND ORGANIZATION:

- Prepares and posts all appropriate schedules concerning staffing, run times, maintenance, backup, virus checking, conversions, and so forth
- Advises all users in advance of plans to ensure optimum cooperation and preparation (i.e., conversions and software upgrades)
- Maintains an orderly work area and filing system; a place for everything and everything in its place
- Delegates effectively to subordinates to maximize effectiveness, productivity, and efficiency