

PROGRAMMING SUPERVISOR

NATURE AND VARIETY OF WORK

This is management level supervisory, administrative and professional programming work designed to enhance programmatic computer software performance. Incumbents work with a great deal of independence in supervising subordinate programming personnel in the design and implementation of computer and data processing systems. Work is performed under the general direction of an administrative supervisor and evaluated in terms of technical accuracy, timeliness and adherence to established procedures, rules and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities responsibilities as outlined in Section 16-102(59) of the Personnel Law.

Plans, organizes, coordinates and controls activities of the programming function.

Evaluates work requests and assigns projects to meet deadlines.

Provides technical guidance on questions relative to programming techniques, etc., to programming staff or other personnel utilizing the systems design and implement training programs to update users to new procedures and equipment.

Finalizes formal documentation and programming specification; writes summary and develops systems test and conversion plan when applicable.

Participates in the development of Divisional or sectional budget.

Participates in feasibility studies, regarding computer software and hardware needs and costs associated.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of 1474 - Programming Supervisor

work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of principles and practices of procedures analysis, work simplification, forms and records control, and staff utilization.

Extensive knowledge of electronic data processing coding and translating practices necessary for programming instructions for all electronic computer and related equipment.

Knowledge of state-of-the-art software and hardware capabilities.

Experience in preparation of programming documentation and computer programs.

Ability to instruct subordinates in the principles and practices of programming and coding documentation.

Ability to establish and maintain effective working relationships with associates, representatives of private firms, county officials, and the general public.

Ability to prepare comprehensive reports and to present facts clearly and concisely, both orally and in writing.

Ability to prepare charts, layouts, forms, handbooks, memoranda, and other media of instructions and information.

MINIMUM QUALIFICATIONS:

Bachelor's degree with major in information systems, mathematics, business administration, accounting or public administration or completion of specialized formal courses in programming, business administration, statistics or public administration, plus three (3) years experience in the data processing field with two (2) years in a supervisory capacity; or an equivalent combination of experience and training.

CREATED: 6/69

REVISED: 10/88