

**Leon County Public Schools
Classification Specification**

Salary Grade 26

Summary Information:

Classification Title: Supervisor, Computer Operations **Date Prepared:** 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

637	Computer Operations	Operate and maintain the computer system. This does not include operating a personal computer.
638	Job Scheduling	Develop and/or maintain job schedules. Submit jobs for processing. Maintain records/logs of jobs completed.
643	Computer Control	Log input and output documents. Maintain manuals and publications.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
636	Testing	Test data processing programs and systems.
633	System Trouble Shooting	Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
598	Employee Relations	Assist employees in resolving job related and professional problems. Assist in career development. Includes grievances.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
615	Internal Training – Technical or Professional Skills	Develop and/or conduct internal training in technical and/or professional skills.
616	Out-Source Training	Identify, evaluate, and arrange for external training opportunities. Includes training of managerial, technical and professional skills.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

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Education:	B.A or B.S. Degree with major course work in one of the computer sciences or in management information systems with three years related experience; or A.A. Degree with major course work in computer science or management information systems with five years related experience; or Vocational training (720 hours) of study from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) with six years related experience; or High School diploma or equivalent with seven years related experience.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	07/01/2003