INFORMATION SYSTEMS SOFTWARE SERVICES SUPERVISOR

KIND OF WORK

Supervisory work in specialized software planning, analysis and programming.

NATURE AND PURPOSE

An employee in this class is responsible for supervising analysts and programmers involved in the planning, selecting, installing and maintaining of specialized software systems. Substantial discretion is provided the employee in directing staff in the resolution of system and sub-system problems or the development of new or modified system designs. General work direction is received from an Information Systems Manager or other administrative employee with contact in the form of periodic written and verbal reports regarding work accomplishments.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises programmers and analysts in the revision, addition or correction of system or sub-system problems so that current operating system standards and policies are correctly followed.

Supervises the scheduling, initiation and debriefing of computer sub-systems so they are run at the proper time and sequence in meeting user requirements for on-line systems.

Recommends or implements improvements to systems so that cost savings, maximum technical capabilities and operating flexibility are enhanced.

Analyzes user system requirements and determines best operational approach; recommends alternatives that will serve to meet the needs of the requester within cost and resource limitations.

Maintains a library of documentation so that a history of the development of systems is available for review and required maintenance or modification.

Keeps abreast of recent developments and software and hardware systems and their expanded usage; utilizes state training resources as well as industry vendor information so the professional development of staff is provided on a continuing basis.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Electronic computer operations and machine capabilities.

Computer programming and the various programming languages.

Vendor supplied software operating systems for large generation computers.

Ability to:

Analyze and resolve computer software problems.

Plan and direct the work of professional Information Systems personnel engaged in sophisticated software analysis and design.

Communicate and establish effective working relationships with others.

Est.: 5/81T.C.: 4/91
    Rev.:   Former Title(s): EDP Software Services Supervisor