
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical
Grid: 19

Class Series: Data Processing
Class Title: Data Processing Supervisor

I. Level Definition

Positions at this level spend the majority of the time overseeing an electronic data processing service by supervising computer and data entry operators and other designated staff and performing related administrative duties.

II. Typical Duties

1. Monitors data processing expenditures and makes recommendations regarding budget for assigned area; evaluates data processing equipment such as printers and terminals and makes recommendations regarding purchase; purchases and oversees inventory of data processing materials and supplies such as disc packs, printer ribbons and paper.
2. Supervises computer and data entry operators and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
3. Schedules computer jobs to meet user department needs; ensures reports are produced according to established schedules and adjusts schedules as required.
4. Establishes and maintains procedures for processing and distribution of user data by conferring with user departments and computer company representatives, designing a variety of forms such as user request forms and establishing and maintaining controls such as input and output logs.
5. Establishes and maintains a tape and/or disc library and arranges for off-site storage and retrieval as required.
6. Operates mini and/or micro computers, including operating consoles and peripheral equipment such as tape and disc drives, card readers and terminals as required.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and four years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.