

The University of Texas at San Antonio

Job Description

Job Title: Supervisor of Computer Operations
Code: 19342
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Infrastructure Services/Information Technology Support Services
Reports To: Assistant Director for Infrastructure Services

Summary

- Function: To supervise the operation of a large-scale computer system.
- Scope: Responsible for supervising, scheduling, and coordinating the operation of data processing equipment.

Duties

- Typical:
 1. Coordinate with users to assess needs and priorities. Print user reports, disbursements and payroll.
 2. Assist users with network and system problems. Coordinate with external sources on system connectivity problems.
 3. Supervise the acquisition of computer supplies.
 4. Defines, schedules, and supervises task roles and assignments.
 5. Perform other duties as assigned.
- Periodic:
 1. Complete annual work appraisals for assigned personnel.

Education

Required	Preferred
High school graduation or GED supplemented by vocational coursework in automated data processing.	Associate's degree in computer operations.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Two years of experience and/or training in the operation of large-scale computer systems and related equipment.	Three or more years of similar experience, with one year in a supervisory capacity.

Equipment

Required	Possible
Must be thoroughly acquainted with the operation of electronic computer systems and associated equipment.	N/A

Working Conditions

Usual	Special
Conditions associated with complex data processing installations.	May require working long periods of time, weekends, and holidays.

Supervision

Received	Given
General supervision from the administrative officer of the department.	Direct supervision to assigned personnel.

Accuracy

Exacting accuracy in operation of digital computer system and related equipment.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
