

AgriLife Classification Description

Last Updated: 4/17/02

0343
COMPUTER EQUIPMENT SUPERVISOR I
11/01/01

SUMMARY

General Description: Supervises the operation of a data processing section or electronic data processing system.

DUTIES

Typical: Supervises and works with employees to plan and schedule computer operations; assists operators in the performance of more complex computer operations; assists in the training of new employees and developing new procedures; keeps records and prepares reports on system and equipment usage and performance; assists in the installation of new equipment; assumes responsibility for the data processing unit in the absence of the supervisor; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from Operations Manager, Computer Equipment Supervisor II, or other administrative supervisor.

Given: Detailed initial instruction to and periodic review of Computer Equipment Operators and other data processing personnel.

EDUCATION

Required: High school graduation supplemented by courses in computer equipment operation or any equivalent combination of training and experience.

Preferred: Bachelor's degree in computer science.

EXPERIENCE

Required: Four years in the operation of all types of computer equipment; supervisory experience.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of computer equipment.