

EDP Operations Manager

Position Details

Class Code: 1505

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, assigns, schedules, and supervises the work of the mainframe computer operations center.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assigns, schedules, supervises, and evaluates computer operators.
2. Coordinates operations section activities with other departments and Information Systems Department sections.
3. Studies program instruction sheets; determines equipment setup and operating instructions.
4. Confers with data control personnel to determine operational changes and develop production schedules.
5. Monitors computer system for equipment or program failure(s).
6. Trains new staff on hardware/software components and application system vagaries.
7. Maintain backup files and recovery procedures to ensure data protection in the event of a software, hardware, or operational failure.
8. Operates computers and related data processing equipment, when necessary.
9. Establishes/maintains magnetic tape and disc libraries.

10. Maintains operational, supply, program, and equipment failure records.
 11. Updates computer operation documentation to reflect current status.
 12. Reports major program/equipment failures; collaborates with service personnel in remedial actions.
 13. Collaborates with technical support personnel to analyze system failures and establish appropriate restart procedures.
 14. Supervises preparation of back-up files and other data loss prevention measures.
 15. Provides general supervision of the data entry section.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Assigns, supervises, and evaluates the work of a 24-hour computer center and data entry operation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Clark County School District data processing system(s).
2. Knowledge of computer and data processing operations.
3. Knowledge of Multiple Virtual Storage (MVS)/Extended Architecture (XA), Job Entry Subsystem (JES), Scatter Point-Spread Functions (SPSF), Time Sharing Options/Extensions (TSO/E), Interactive System Productivity Facility (ISPF), Customer Information Control Systems (CICS), Virtual Storage Access Method (VSAM), and Database (DB) 2 operations procedures is highly desirable.
4. Ability to meet and confer with technical personnel.
5. Ability to schedule personnel.
6. Ability to coordinate data processing activities.
7. Ability to supervise and evaluate other employees.
8. Ability to operate computers and related equipment.
9. Ability to read and interpret complex materials.
10. Ability to work under pressure and meet deadlines.
11. Ability to work independently.
12. Ability to learn and apply established procedures.
13. Ability to recognize/report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Four (4) years' experience or education (from an accredited college/university) in mainframe computer operations.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Central Information Systems Department and other District office settings.

Work Environment

Strength

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs. constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to

remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/21/23
- Created: 06/31/91