

Data Processing Coordinator

\$20.40-\$24.00/hr. Full benefits.

Must have good knowledge of AS/400, write programs using RPG, CL, WebSphere.
For consideration, please forward resume to Human Resources Dept./City Hall, 391
Mahoning Avenue, Warren, Ohio 44483 or fax to 330.841.2676 by Monday, August 11,
2008-EOE

JOB DESCRIPTION NUMBER 60-101

DATA PROCESSING DEPARTMENT

DATA PROCESSING COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates the work flow for the Department using a multi-platform networked environment and other peripheral equipment; reviews, analyzes and modifies programming systems; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of this position requires the utilization of the computer skills and technology needed to write, test and debug new and existing computer programs using R.P.G. as a main programming language and instruct and assist operators of auxiliary data processing equipment such as p.c., printers and other electronic devices. Proven ability to organize, analyze and interpret computer data.

EXAMPLES OF WORK: (Illustrative only)

In a multi-platform environment, coordinates the work flow for the day-to-day operational support for the City's Public Safety and Administration Software applications;

Observes and controls the operation of equipment, checks indicators and determines proper functioning of the system;

Monitors a central console for malfunctions and other messages;

Assists programmer by collaborating with and making recommendations for changes to existing programs and for more effective computer application;

Arranges for correction of malfunctions;

Writes and tests new programs, maintains existing programs;

Coordinates the set up of forms on computer;

Assists in the development and maintenance of website;

Produces and maintains documentation on project process, deliverables and progress;

Trains City personnel on o

peration methods and procedures of data processing equipment;

Installs and relocates data processing equipment as assigned.;

Resolves day-to-day production issues with end-users and is responsive to their requests;

In depth knowledge of hardware communications and configurations;
Provides 24-hours, on-call support;
Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of basic Computer Science and Technology utilizing IBM iSeries, RPG, CL and Webshepere. Has obtained at least an associate degree in Computer Technology or a minimum of two (2) years education in computer science. Two (2) years IBM Midrange computer programming with working knowledge of backup and recovery processes. Ability to learn the operation within the City of Warren, including the various departments and their functions. Ability to stay abreast of new technology and apply it to meet future needs. Good communication skills, both oral and written. Ability to either develop or change existing programs. Ability to organize, analyze and interpret data. Ability as a self-starter with strong willingness to learn. Must have a valid State of Ohio driver license.

ACCEPTABLE EXPERIENCE AND TRAINING: Has experience in operating a Midrange computer to process a wide variety of business, technical and scientific data. Is capable of assisting manager of department by collaborating with and making recommendations for changes to existing programs for more effective computer application.

The above description reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

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