JOB DESCRIPTION

Manager - Computer Operations

**Definition of Class**
Incumbent is responsible for managing and coordinating the activities of the Computer Operations section of the University Computer Center and the Mississippi Center for Supercomputing Research to ensure that computing resources are provided, data is secure, resources are available statewide and worldwide, and production schedules and quality specifications are met. Supervision is exercised over employees in lower classifications.

**Examples of Work Performed**
Controls the running of jobs that have reached production status and establishes schedules.

Establishes detailed schedules for the use of equipment; reviews equipment logs and operations reports and makes adjustments for improved efficiency.

Develops quality control methods and ensures that input and output meet appropriate specifications.

Maintains interface with hardware and software maintenance personnel to ensure optimal operation of computing resources.

Establishes operating procedures; evaluates training and supervision of the operating staff to ensure that operating procedures are followed.

Prepares and maintains records reflecting machine status, inventories, maintenance and repairs; develops reports and summaries along with appropriate conclusions for other administrative staff members.

Plans and schedules work for Operations sections ensuring proper distribution of assignments; oversees various personnel actions including, but not limited to, hiring, merit recommendations, promotions, transfers, and vacations schedules.

Administers departmental security system.

Orders equipment, software, and supplies.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Establishes schedules for work in operations, for jobs that are being run, and for use of equipment.

2. Establishes operating procedures and evaluate training and supervision of operating staff to ensure that procedures are followed.

3. Develops quality control measures and ensure that input and output meet specifications.

4. Prepares and maintains records reflecting machine status, inventories maintenance, and repairs; develops reports and summaries for other administrative staff members.
5. Maintains interface with hardware and software maintenance personnel to ensure optional operation of computing resources.

6. Orders equipment, software, and supplies.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

  Vision: Requirements of this job include close vision.

  Speaking/Hearing: Ability to give and receive information through speaking and listening.

  Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; and talk or hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

  Education: Bachelor's Degree in computer science, management or a related field from an accredited four-year college or university.

  AND

  Experience: Four (4) years of experience related to the above described duties.

  Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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