

DIRECTOR OF DATA PROCESSING SERVICES

Under the direction of the Manager of Information Systems, the Director of Data Processing Services shall have the responsibility for:

1. Managing the computer resources to meet the academic, student services, and administrative computing needs.
2. Integrating the services of the District's computer with the various agencies of the College.
3. Coordinating the formulation of College computing policies.
4. Developing short- and long-term plans for hardware, software, personnel and systems requirements within College budget limitations.
5. Managing the College Computer Center Budget.
6. Evaluating on a continuing basis all computing services.
7. Scheduling all use of the data center and related equipment for administrative and instructional use.
8. Directing the activities and evaluating all Data Processing staff.
9. Developing and maintaining procedures manuals for the Data Processing Area.
10. Maintaining computer room security and supervising the usage of all data center equipment.
11. Processing and reporting information for departments being served by Data Processing on a timely basis as per the procedures established with those departments.
12. Instructing other Data Processing employees in the proper programming and operation of the computer equipment.
13. Writing, compiling, and supervising the production of application programs in COBOL to maintain data files and produce reports.
14. Developing, in conjunction with the Director of Financial Aid, the Vice President of Administration and the Director of Financial Services, a financial aid program which will interface with the College Online Information Network (C.O.I.N.) and the General Ledger System.
15. Working with the Vice President of Instruction in implementing use of the computer to meet instructional needs.
16. Preparing media and shelf lists for the Director of the Learning Resources.

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17. Working with the Academic Deans and the Dean of Corporate and Community Services to produce special reports and labels needed for follow-up studies on students, etc.
18. Working with the Director of Admissions and Guidance Services to develop and maintain student profile statistics, prepare report information to assist in counseling and guidance functions, and to assist in making changes in computer services that will improve the admissions process.
19. Recommending additional equipment for the data center based on expanding needs.
20. Working with the Registrar to develop online modules to update student transcript information.
21. Maintaining information to be used for online registration and recommend changes in the registration system to improve its efficiency.
22. Working with the Vice President of Administration and the Director of Financial Services in the design and implementation of an automated General Ledger System.
23. Processing information from the Business Office to maintain the College's payroll for bi-monthly distribution. Prepare the payroll reports needed for the monthly, quarterly, and yearly requirements of federal, state and local agencies.
24. Working with the Director of the Physical Plant in the design and implementation of an automated supplies inventory/ordering system and a maintenance scheduling system.
25. Implementing procedures and changes to improve the efficiency of the Data Processing Area. Making changes to existing computer programs, as needed.