

## **COMPUTER OPERATIONS MANAGER**

### **Basic Purpose:**

Positions in this job are responsible for the management of the department's statewide computer operations to include operating systems, access to and control of computers, and support services for computer users.

### **Typical Functions:**

- Directs operational activities of computer network and related operating systems to include problem identification and resolution.
- Organizes, assigns priorities, and schedules work received by the Computer Operations Unit.
- Evaluates equipment use, ensures production problems are resolved and schedules are met, and authorizes use of new programs.
- Recommends revisions and implementation of standards, procedures and techniques to improve performance and obtain maximum use of equipment; implements new operating procedures and techniques to improve efficiency of equipment and system use; plans and coordinates implementation of operating systems and network changes and upgrades.
- Responsible for management of assigned staff.

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of information systems; of procedures and techniques involved in computer equipment operations and processes; of the principles and practices of management and administration. Ability to establish and maintain effective working relationships; to evaluate computer related procedures and techniques and resolve problems; to establish effective working relationships; to communicate effectively both orally and in writing.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**COMPUTER OPERATIONS MANAGER**

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in computer science or closely related field and five (5) years of experience in information systems operational support including two (2) years of supervision.