

Code: 1435

Title: PRODUCTION COORDINATOR

SUMMARY: Plans, schedules and coordinates work to be processed on the computer.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans and coordinates the use of computer hardware and software including machine scheduling and systems software development;

Approves and schedules recurring and special job activities to be run on the computer;

Schedules computer test time;

Notifies appropriate departments of problems in project scheduling;

Develops annual bid specifications for data processing equipment;

Makes recommendations and writes reports regarding new policies and procedures for efficient computer operation schedules;

Develops long range planning for recurring projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and techniques of computer and data entry operations;
- scheduling techniques and quality control standards as applied to data processing operations;
- operation and maintenance of computers and peripheral equipment;
- data processing equipment and system requirements;
- office practices and procedures;
- government operations.

Skill in:

- developing and evaluating production and operation procedures;
- establishing production priorities;
- planning and coordinating projects for the computer;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

- (1) An Associate's degree from an accredited college, university, trade or vocational school with a major in computer science or a closely related field as defined by the appointing authority and one year of technical computer operation experience. (Additional relevant experience and/or education from an accredited college, university, trade or vocational school may be substituted)

OR:

- (2) Three years of technical computer operation experience.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78

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