



Position Description/Requisition

Date Required: _____

Date Issued: _____

New Position Existing Position Request for Re-Evaluation Part-Time Temporary

No. Req'd	Position Title Director, Computer Operations	Department Administration	Sal. Gr. 27	Salary Range
Name of Incumbent Robert Naylor		Location Fairfield	Reports To: Patrick Sweeney	Supervisor's Title President
<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Addition to Staff <input type="checkbox"/> Replacement if so for whom:		

Basic Purpose

This position is responsible for the overall management and coordination of the Bank's data processing and computer operations area.

Position Specifications

This position requires a Bachelor's degree in a related field as well as five years of progressively more responsible supervisory experience in the computer operations area. A thorough knowledge of the Bank's computer system and programs is essential as are excellent analytical and communicative skills.

Functional Scope

Incumbents ability to properly manage the Bank's computer activities will directly affect its efficient operation.

Position Description/Requisition (continued)

Duties and Responsibilities

1. Develops, reviews, and recommends overall operations systems and procedures relating to the computer operations function.
2. Reviews and recommends new methods and procedures to make daily operations and processing more efficient.
3. Determines computer hardware and capacity requirements. Deals with vendors regarding the purchase, lease, or repair of equipment.
4. Participates in the implementation of new applications by determining best machine method for production of needed data and implementing necessary programming changes or corrections.
5. Performs other duties as assigned by management.

(Attach Additional Sheets If Necessary)

Organizational Relationships (Include supervision given and received)

This position reports to the President and works under his general direction. Incumbent is in constant contact with all levels of Bank personnel.

Requested/Prepared By:	Date	Reviewed By:	Departmental Approval:	Date	Human Resources Approvals:	Date
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