PRODUCTION CONTROL COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To coordinate and perform a variety of technical and operational support duties in the Data Center to maximize the efficiency of production jobs for all City departments; and to provide technical assistance to the Data Center and Network Operations Supervisor.

Supervision Received and Exercised:

Receives direction from the Data Center and Network Operations Supervisor or from other supervisory or management staff.

Examples of Duties:

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.

Duties may include, but are not limited to, the following:

- Maintain, modify, upgrade, and use the job scheduler to schedule and run production jobs for all City departments; interface and coordinate with outside department personnel and inter-departmental staff to determine customer needs and requirements.

- Recommend and assist in the implementation of goals and objectives; maintain, modify, and upgrade the Data Center's job scheduler; identify and implement new programs within the job scheduler to enhance the timeliness and efficiency of production runs; identify and correct problems with the job scheduler.

- Determine schedule for each production run and how to best use equipment capabilities in order to minimize operation time; determine and implement application parameters for each City production run; write job stream applications and work with programming staff to create customer menus.

- Conduct acceptance testing for new and modified programs using job control language (JCL).

- Coordinate, administer and manage the use of version control software; maintain the Information Technology's tape library.

- Coordinate and participate in modifying or creating new production forms; work with other City departments and external vendors to determine customer needs and requirements and equipment capability.

- Establish schedules and methods for data processing operations; implement policies and procedures.

- Create, update, and implement all data processing operational procedures and application processes and procedures used by the Data Center; update and maintain the Data Center's operations manual.

- Prepare reports including monthly and yearly summaries of data processing operational activities.

- Write and distribute operations alert memos concerning changes in processing techniques and/or procedures.

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible data center and operations experience to include extensive data processing and support of HP3000/9000 computers and applications software.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the operation of data processing and production control.

Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 270

FLSA: Exempt