

# **PRODUCTION SUPERVISOR**

## **GENERAL**

Reporting to the Manager, Data Processing (Manitoba Health Services Commission), the incumbent is responsible for co-ordinating the overall activities of the Data Processing Operations Section. This includes responsibility for computer operations, data preparation and data control areas.

## **TYPICAL DUTIES**

Prepares operation schedules determining priorities.

Provides and maintains standards and procedures.

Directs implementation of software operating systems.

Controls magnetic tape and disc library activities.

Directs compilation of records and reports concerning production, machine malfunctions and maintenance.

Supervises three supervisors in key areas.

Performs other duties as assigned.

## **QUALIFICATIONS**

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

Knowledge of electronic data processing systems and equipment.

Knowledge of Manitoba Health Services Commission operations.

Administrative ability.

Ability to communicate effectively.

Supervisory ability.

### **Education, Training and Experience**

Minimum high school graduation plus recognized computer science courses.

Minimum of five years' related experience.

### **Physical Standards**

Physically capable of performing the duties assigned.