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Website: [www.VeronaNJ.org](http://www.VeronaNJ.org)

## EMPLOYMENT OPPORTUNITY

**TITLE:** SUPERVISOR DATA PROCESSING SYSTEMS AND PROGRAMMING

**LOCATION:** Township of Verona

**TITLE CODE:** 04403

**ISSUE DATE:** 4/2/2025

**CLOSING DATE:** 5/2/2025

**SALARY:** \$95,000-\$110,000

**WORKWEEK:** Full Time

**DESCRIPTION:** Under direction, controls and/or implements and maintains the highly technical operating systems associated with computers to achieve optimum utilization of available hardware and software using comprehensive knowledge of the operating system, systems design, and programming; does related work as required.

### **EXAMPLES OF WORK:**

Studies operating systems and available software for familiarization with programming technique which will result in optimum timing, storage utilization, and overall efficiency. Prepares complete program documentation in accord with established standards. Prepares and directs the preparation of charts, programs, and instructions to illustrate, explain, and implement data processing procedures and programs utilizing an operating system. Studies procedural difficulties and operating problems and confers with planning and technical support on their solution. Reviews completed computer programs for adherence to established agency policy and to ensure thoroughness and quality in accord with prescribed standards.

Combines program modules into a complete executable program to test module interaction for production purposes. Prepares system control statements for the purpose of cataloging application programs.

Monitors production reliability and performs or supervises the performance of detailed analysis of data processing related operational problems. Determines causes and applies temporary or permanent fixes.

Provides technical counsel and assistance to other data processing personnel on problems dealing with operating systems, computers, utility programs, system control parameters, software and hardware, and application system programs.

### **EXPERIENCE/LICENSE**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Seven (7) years of comprehensive professional experience in the generation and maintenance of operating systems software.

OR Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**APPLY:** A full job description and pre-employment application can be found on the township's website [www.VeronaNJ.org/jobs](http://www.VeronaNJ.org/jobs). A completed pre-employment application, cover letter and resume detailing experience and qualifications must be sent to the office of the Township Manager, via email at [JobOpportunities@VeronaNJ.org](mailto:JobOpportunities@VeronaNJ.org) no later than 4:00 p.m. on the closing date listed above. The Township reserves the right to make a job offer prior to closing date.



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## Job Specification

### SENIOR DATA PROCESSING SYSTEMS PROGRAMMER

#### DEFINITION:

Under direction, controls and/or implements and maintains the highly technical operating systems associated with modern computers to achieve optimum utilization of available hardware and software using comprehensive knowledge of the operating system, systems design, and programming; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Studies operating systems and available software for familiarization with programming technique which will result in optimum timing, storage utilization, and overall efficiency.

Prepares complete program documentation in accord with established standards.

Prepares and directs the preparation of charts, programs, and instructions to illustrate, explain, and implement data processing procedures and programs utilizing an operating system.

Studies procedural difficulties and operating problems and confers with planning and technical support on their solution.

Reviews completed computer programs for adherence to established agency policy and to ensure thoroughness and quality in accord with prescribed standards.

Combines program modules into a complete executable program to test module interaction for production purposes.

Prepares system control statements for the purpose of cataloging application programs.

Monitors production reliability and performs or supervises the performance of detailed analysis of data processing related operational problems.

Determines causes and applies temporary or permanent fixes.

Provides technical counsel and assistance to other data processing personnel on problems dealing with operating systems, computers, utility programs, system control parameters, software and hardware, and application system programs.

Analyzes error conditions which arise during testing or operations and confers with planning and technical services about deficiencies in operating system support or in associated program manuals.

Assists in developing conversion plans, in conducting parallel testing to critique the application to enable production efficiency, and as required in training users and operations data processing operations staff.

Assists in planning machine and software modifications to meet increased workloads.

Assists in evaluating hardware and software needs, and vendor hardware, software, application systems design proposals, and documentation.

Controls system library updates, updates of programs, and system revisions in accord with established standards.

Supervises the maintenance of backup libraries of systems software to enable offsite processing in the event of emergency.

Studies technical publications to keep current with new advances in operating systems and with the difficulties that may arise in the use of existing systems and their effect on computer programs in use in agency applications.

Prepares sound, accurate, and informative statistical progress and other reports of programming and related matters containing findings, conclusions, and recommendations.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Seven (7) years of comprehensive professional experience in the generation and maintenance of operating systems software.

**OR**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

**NOTE:** Experience in the study of work methods and processes, analysis of varied types of data, design and preparation of systems and programs, operation of large-scale computer systems and work in the data processing support areas of input/output control, scheduling or reliability support may be substituted for the required education on a year for year basis.

**NOTE:** A Data Processing Certificate from a business or EDP school may be substituted for one (1) year of experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of procedures and techniques involved in the evaluation and analysis of existing data processing equipment installations and the degree of utilization made thereof.

Knowledge of computer programming design considerations and the differences between and applications of the various programming languages.

Knowledge of one or more programming languages and various data base access methods.

Knowledge of the numbering systems used in computer systems including decimal, binary, octal, and hexadecimal.

Knowledge of the analysis and correction of procedures.

Knowledge of the considerations involved in the planning, design, and logic of a data processing system.

Knowledge of information systems design concepts and principles of production systems and work efficiency techniques.

Knowledge of office methods and procedures and modern accounting and statistical principles methods and practices.

Knowledge of the modularized approach to programming.

Knowledge of the objectives of data processing programs.

Knowledge of the objectives of data processing programs.

Ability to conduct training programs in data processing systems analysis or programming.

Ability to learn the work processes and methods of the agency.

Ability to write clear and concise instructions and to use the English language with reasonable proficiency.

Ability to prepare clear and concise use, operations, and/or programming documentation in accord with operating needs and established standards.

Ability to prepare test data to check all the specified conditions of a new or modified program.

Ability to communicate well with supervisors and coworkers.

Ability to develop and maintain cooperative working relationships with agency staff and with others interested in or concerned with the work of the unit.

Ability to perform studies to determine the economic, technical, and operational feasibility of employing advanced data processing/computer science techniques to improve operational procedures.

Ability to provide technical assistance on problems relating to operation systems, computers, application systems programs, and communications software and hardware.

Ability to apply temporary or permanent fixes to resolve operating problems quickly and efficiently and also coordinate with vendors or agency personnel to accomplish same.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible. **This job specification is applicable to the following title code:**

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
04703		L	N		N/A	27		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

2/06/1997

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