EMPLOYMENT OPPORTUNITY

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

LOCATION: Township of Verona
TITLE CODE: 04403
ISSUE DATE: 8/1/2025   **CLOSING DATE:** 8/29/2025
SALARY: $100,000-$130,000
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* 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* 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.