

SNOHOMISH COUNTY JOB DESCRIPTION
PRODUCTION CONTROL TECHNICIAN, SENIOR

Spec No. 6157

BASIC FUNCTION

To coordinate and perform a wide variety of duties in data preparation, documentation, control and tape library maintenance for the Department of Information Services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides direct supervision to subordinates as required; assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems.
2. Reviews and approves all documentation and job control language (JCL) before it goes into production; verifies existing instructions and writes or revises as necessary.
3. Writes and maintains detailed standards for documentation and staging instructions; establishes standards and prepares manual; initiates changes as necessary; serves on standards change committee.
4. Updates and reviews Dynamt tape management system and non-Dynamt catalog; builds new and modifies existing datasets; executes system conversions.
5. Maintains inventory of magnetic tapes; audits tapes to determine which files should be erased to provide additional blank tapes; ensures that tapes are retained for required length of time; performs annual physical inventory of tape library.
6. Assists programmers and analysts with file recovery and set-up for reruns and disaster recovery processing; answers questions on documentation, tape management system and scheduling.
7. Assists clients with questions and concerns regarding set-up, time delays, reruns and errors with their job requests.
8. Prepares shipments to offsite vault; loads tapes for transfer; writes procedures and completes paperwork; ensures that tapes are moved between library vault and offsite storage at appropriate times; verifies that correct tapes are returned.
9. Maintains on-line power process number file for all production jobs; updates tables and re-catalogs program after changes. Runs reports and distributes to clients.
10. Prepares all phases of year-end processing; verifies tape availability; ensures that datasets are created and JCL is correct; schedules processing and special client requests; updates instructions; reviews process, makes necessary changes after year end.
11. Processes uploads and downloads between mainframe and microcomputers for clients.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Performs all the duties of the production control technician in her/his absence or as workload necessitate.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years data processing operations experience, three (3) years as a production control technician; OR, any equivalent combination" nation of training and/or experience which provides the required knowledge and abilities. College level course work in computer science is preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of data preparation and control, tape library maintenance and documentation maintenance;
- client interface with department systems to ensure accurate results of submitted job requests;
- recordkeeping procedures applicable to data processing;
- in-house computer operations, departmental policies and procedures;
- IBM DOS Job Control Language.

Ability to:

- organize, train and supervise data preparation and control personnel;
- understand and execute oral and written instructions;
- communicate effectively, both verbally and in writing;
- perform detail work accurately;
- organize and prepare documentation in a clear and concise manner;
- develop and maintain schedules for efficient work flow;
- establish priorities and complete all assignments efficiently;
- reason and think logically and independently;
- establish and maintain work relationships with co-workers, programmers, supervisors and clients;
- operate computer peripheral equipment and office equipment including keypunch, CRT and typewriter;
- maintain required records and prepare necessary reports.

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SUPERVISION

The employee receives general direction from the Computer Operations supervisor or other administrative superior as assigned. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained. The employee is responsible for the accuracy of the work produced by the employees he/she leads.

WORKING CONDITIONS

The work is performed in the computer operations room, which is noisier than the usual office and where the temperature is between 65 and 68 degrees. Employee is required to lift boxes weighing up to forty (40) pounds.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre-1977
Previous Spec No. 730771
Revised: September 1988
Pay Grade: 234 – Classified Pay Plan
EEO Category: 8 – Service and Maintenance Workers
Workers Comp: 5306 Non-Hazardous