

**Job title:** Operations Supervisor, Computerized Systems  
**Department:** Administration Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

***Ensures that computerized systems function properly.***  
*Directs and coordinates activities concerning the management, acquisition, installation and maintenance of the internal communications and information systems, as well as the related equipment.*

The **MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

- Manages the functioning of the computer system and peripheral equipment throughout the dealership.
- Installs and monitors the dealership's network environment and directories, and ensures that they are secure. Keeps backup copies of all the files.
- Supervises the management and updating of the dealership's internet site.
- Uses his/her knowledge of the maintenance and functioning of the computer equipment, the operating systems and the relevant software applications.
- Trains personnel to use the dealership's and manufacturer's computer systems and ensures that the manufacturer's requirements are met.
- Ensures that dealership systems are used efficiently, by studying the user directions.
- Purchases all computer equipment, software and peripheral equipment.
- Coordinates installation and maintenance activities with managers of the departments concerned, in order to avoid any gap in communications, and ensures that operations are run efficiently.
- Helps department managers install information management systems and use them to the maximum.
- Designs, develops and updates the forms, manuals, management reports and other computer-generated documents, as requested.
- Takes part in management meetings when the topic of computer systems is on the agenda.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

## SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

## JOB REQUIREMENTS

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***

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