Computer Operator

BASIC FUNCTION:

Under the direction of an assigned supervisor, operate a mainframe computer system and peripheral equipment for the District; run production jobs as requested by staff; perform clerical duties as necessary.

DISTINGUISHING CHARACTERISTICS:

The Computer Operator works relatively independently in monitoring and resolving problems in addition to controlling and altering runs to meet pre-established priorities. The Senior Computer Operator serves in a lead capacity and coordinates all other operators, informs them of changes in procedures and duties, prepares them for changes through training, and provides a smooth operations unit.

REPRESENTATIVE DUTIES:

1. Operate a mainframe computer system and peripheral equipment including a console, magnetic tape library, decollator, laser and line printers and other related equipment.

2. Input information into the mainframe computer as necessary; run and monitor jobs and other data requests; distribute information as needed.

3. Monitor the computer system and equipment; replace tapes and initialize new tapes as necessary; prepare tapes for microfiche and page printing; maintain the tape library.

4. Contact vendors and schedule repairs for equipment when necessary; monitor and replace supplies.

5. Maintain back up system files and disks according to established timelines and procedures.

6. Prepare and maintain records and reports related to assigned activities.

7. Perform clerical duties as required including printing, sorting and distributing reports, cleaning and maintaining computer equipment, and other related duties.

8. Communicate with District personnel regarding requests and production of reports, upgrading the computer system, and equipment and software problems.

9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

a. Operation of a mainframe computer system and peripheral equipment.

b. Principles and practices of data processing, entry and control functions.

c. Oral and written communication skills.

d. Basic record-keeping techniques.
ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Operate mainframe computer systems and peripheral equipment properly and efficiently.

3. Run production jobs as requested by staff.

4. Make routine equipment adjustments and perform routine maintenance.

5. Detect errors in the material and data being processed.

6. Understand and follow oral and written directions.

7. Maintain assigned records and reports.

8. Communicate effectively both orally and in writing.

9. Meet schedules and time lines.

10. Establish and maintain cooperative and effective working relationships with others.

11. Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: College-level course work in computer systems and two years experience operating a computer console.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor work environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting for extended periods of time.
5. Lifting, carrying, pushing or pulling moderately heavy boxes of paper.
6. Bending at the waist, kneeling or crouching.

HAZARDS:

Extended viewing of computer monitor.

DATE APPROVED: March 1, 1999
RANGE: N-41
EEO-CATEGORY: H-50