

JOB TITLE	DEPARTMENT	REPORTS TO
Computer Operator	ITS	Manager of Data Processing/Assistant Superintendent ITS

Position No: 77523	Length of Work Year: 12 Months
Salary Schedule: C22	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99; 1/11/13

JOB GOAL
Monitor and control computer and peripheral data processing equipment to process business, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent 2. A minimum of one (1) years of experience in performing computer systems operations or the equivalent combination of training and experience. 3. Knowledge of computer systems. 4. General office skills, word processing and data entry proficiency tests. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment. 2. Monitor the system for equipment failure or errors in performance. 3. Notify supervisor or computer maintenance technicians of equipment malfunctions. 4. Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings. 5. Process, retrieve, separate and sort program output as needed, and send data to specified users. 6. Record information such as computer operating time, problems that occurred, and actions taken. 7. Clear equipment at end of operating run and review schedule to determine next assignment. 8. Help programmers and systems analysts test and debug new programs. 9. Perform process on scanner at the district and school level. 10. Monitor system operations and determine whether programs appear to be operating correctly. 11. Perform procedures required for system backup, including copying system files, checkpoints, message logs, etc. 12. Follow operational documentation and inform supervisor of any deviations in processing. 13. Perform assigned tasks in a timely and efficient manner and at a high standard of quality. 14. Perform assigned tasks in a timely and efficient manner. 15. Perform assigned tasks with a high standard of quality. 16. Perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:
Medium: (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.