



JOB TITLE	DEPARTMENT	REPORTS TO
Senior Computer Operator	Business Services	Director of MIS

<b>Position No:</b> 77545	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C23	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b>

JOB GOAL
To provide leadership and expertise in the operation of the district data processing equipment.

MINIMUM QUALIFICATIONS
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1. High School Diploma or equivalent.
2. Knowledge of and/or experience in operating computer systems in a multi processor environment.
3. Knowledge of microcomputers and support equipment.
4. Must be familiar with the operation of other data processing equipment such as buster; decollator, terminal, scanner, printer and communication devices.
5. T.A.B.E. test required.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. To operate the mainframe computer and monitors systems performance.
2. To operate and provide assistance on microcomputers at the district and school level.
3. To operate and provide assistance on remote terminals at the district and school level.
4. To operate scanner at the district and school level.
5. To ensure that input data and files are entered as required in order to maintain production schedules.
6. To monitor console messages and react according to directions from systems software or applications programs.
7. To observe system operations and determine whether programs appear to be operating correctly.
8. To analyze potential problems and take corrective action where called for or seeks assistance from Systems Analyst and/or Supervisor.
9. To maintain records required to supplement console log, including problem documentation and action taken, and similar data.
10. To perform procedures required for system backup, including copying system files, checkpoints, message logs, etc.
11. To follow operational documentation and inform Supervisor of any deviations in processing.
12. To assist the programming staff in preparing test data and testing coded programs to validate accuracy.
13. To assist in data gathering procedures.
14. To process repair calls from school and department personnel for computer and peripheral devices.
15. To provide assistance to school and department personnel in resolving equipment problems and self-maintenance.
16. To assist the help desk in resolving support calls that involve operations or computer repair.
17. To perform assigned tasks in a timely and efficient manner.
18. To perform assigned tasks with a high standard of quality.
19. To perform other duties as assigned by the Director of MIS.

**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.

Senior Computer Operator  
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