



**COMPUTER OPERATOR I**  
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13. Performing decollating and bursting operations of all reports and forms as required and coordinates the distribution of all prepared material.
14. Working with programmers and systems analysts in coordinating the systems testing environment on the development system.
15. Working with programmers and systems analysts in coordinating problem determination for processing errors and the resolution of them for both the test and production systems.
16. Monitoring systems performance, capacity, and availability and maintaining a working knowledge of systems commands, subsystem configurations, and job control.
17. Maintaining an understanding of the data communications configurations on all host and remote systems and monitoring and coordinating the resolution of end-user communication failures.
18. Maintaining adequate inventories of all computer forms, magnetic media, and other supplies and coordinating their reordering with the Supervisor of Computer Services.
19. Providing for ongoing computer center security and access procedures and maintaining related logs and records.
20. Coordinating the computer system's preventive maintenance schedule and providing for the prompt servicing of all hardware problems with appropriate manufacturer service personnel.
21. Monitoring the computer room environment and is knowledgeable in the operational requirements of all power backup, air conditioning, and other support systems and equipment.
22. Performing other duties as assigned by the Supervisor of Computer Services.

**REQUIRED QUALIFICATIONS:**

1. Minimum three (3) years experience in computer operations.
2. Experience in the operations of IBM AS400 computer systems.
3. Knowledgeable in data communications and networking concepts.

**DESIRED QUALIFICATIONS:**

1. Successful completion of related training programs in data processing and computer operations.