JOB TITLE: COMPUTER OPERATOR I

JOB DESCRIPTION:

This employee is responsible for the technical operation of a medium to large midrange computer system. This employee will be responsible and required to possess a detailed operational knowledge of the processing requirements and system flow for all district application software systems. This employee will coordinate all computer processing schedules and operations and be responsible for the administrative support requirements for the operation of the computer center.

Duties of this position include but are not limited to:

- 1. Facilitating the overall scheduling and coordination of the processing of all scheduled computer applications.
- 2. Monitoring the operations of all host computer systems and peripheral hardware.
- 3. Recommending and developing improved procedures by maintaining a continuous evaluation of computer operations.
- 4. Working closely with data entry operators and help desk staff to coordinate accurate and timely processing cycles.
- 5. Assisting in providing for the security and confidentiality of the data maintained by Information Services.
- 6. Maintaining a detailed understanding and knowledge of the job processing requirements and data flow for all applications systems.
- 7. Coordinating the work schedules for all computer operations shifts and providing detailed instructions for processing and job set up.
- 8. Maintaining a working knowledge of the systems hardware and systems software configurations for all computer systems.
- 9. Monitoring the processing activities for the primary shift and related high volume end-user activity and ensuring a balanced and effective system's environment.
- 10. Monitoring and coordination of an effective systems backup schedule and the local and remote storage and archiving of all systems backup files.
- 11. Assisting in the coordination of computer operator work schedules and all overtime processing requirements.
- 12. Maintaining and monitoring the completion of computer processing logs and documents and maintaining updated run and procedures manuals for computer operations.

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13. Performing decollating and bursting operations of all reports and forms as

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- 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.