JOB TITLE: **COMPUTER OPERATOR II**

JOB DESCRIPTION:

This employee is responsible for the technical operation of a medium to large mid-range 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.

Duties of this position include but are not limited to:

1. Monitoring the operations of all host computer systems and peripheral hardware.
2. Working closely with data entry operators and help desk staff to coordinate accurate and timely computer processing cycles.
3. Assisting in providing for the security and confidentiality of the data maintained by Information Services.
4. Maintaining a detailed understanding of the job processing requirements and data flow for all applications systems.
5. Maintaining a working knowledge of the systems hardware and systems software configurations for all computer systems.
6. Monitoring applicable shift processing activities and related end-user activity and ensuring a balanced and effective system's operating environment.
7. Maintaining an effective systems backup schedule as scheduled.
8. Maintaining computer processing logs and documents and assisting in the maintenance of all run and procedures manuals for computer operations.
9. Performing decollating and bursting operations of all reports and forms as required and assisting in the distribution of all prepared material.
10. Working with programmers and systems analysts as required in coordinating the systems testing environment on the development system.
11. Working with programmers and systems analysts in problem determination for processing errors and the resolution of them for both the test and production systems.
12. Maintaining a working knowledge of systems commands, subsystem configurations, and job control.
13. Maintaining an understanding of the data communications configurations on all host and remote systems and assists in the resolution of end-user communication failures.
14. Providing for ongoing computer center security and access procedures and maintaining related logs and records.
15. Ensuring the prompt servicing of all hardware problems with appropriate manufacturer service personnel.

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16. Monitoring the computer room environment and is knowledgeable in the operational requirements of all power backup, air conditioning, and other support systems and equipment.

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17. Performing other duties as assigned by the Supervisor of Computer Services.

REQUIRED QUALIFICATIONS:
1. Minimum one (1) year experience in computer operations.
2. Experience in the operations of IBM AS400 computer systems.
3. Understands networking and data communications concepts.

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