CLASS TITLE: COMPUTER OPERATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, operate a computer system and related equipment to process a variety of computer production runs according to established procedures; back up system and data files according to established procedures; assure accuracy of reports.

REPRESENTATIVE DUTIES:

Operate a computer to run production jobs and back-ups of primary systems scheduled in accordance with system operations instructions; prepare back-up system transaction and data files for pick up to data vault. ***E***

Analyze production problems and make basic modifications to individual program/process parameters as required; download system software as required; prepare and update program documentation. ***E***

Monitor system, identify malfunctions and initiate corrective action to maintain schedules and to assure integrity of production files and output. ***E***

Review and coordinate operating procedure revisions with data processing staff. ***E***

Provide assistance to departments requiring special requests or outputs, problems with respect to reports or special production runs. ***E***

Perform special projects as required, including performing test runs on new programs. ***E***

Operate a computer and related equipment, such as a terminal, tape drive and printer. ***E***

Determine necessary preventative and corrective equipment maintenance; contact vendor to schedule necessary maintenance; perform routine cleaning and maintenance of equipment; maintain and coordinate maintenance of computer room. ***E***

Change ribbons and load paper and forms into computer; make adjustments for proper alignment; record usage of computer tapes; reinitialize tapes. ***E***

Analyze potential problems and take corrective action as appropriate; seek assistance where cause of problem is not apparent. ***E***

Maintain current job procedure manual.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Proper operation, use and application of a computer and related peripherals.
Data processing equipment and procedures.
Methods and procedures of computer and peripheral equipment maintenance.
Principles and procedures of record keeping.
Basic arithmetic.
FTP tools and other systems utilized in the District.
Unix operating systems.
Modern office procedures, methods and computer equipment.
Basic principles of computer technology and programming.
Modern software applications.

ABILITY TO:
Operate a computer and monitor system performance.
Analyze potential problems and take corrective action.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science or a related field and two years of responsible computer operations experience.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1.	Seldom = Less than 25 percent	3.	Often = 51-75 percent
2.	Occasional = 25-50 percent	4.	Very Frequent = 76 percent and above

3	a.	Ability to work at a desk, conference table or in meetings of various configurations.
4	b.	Ability to stand for extended periods of time.
3	c.	Ability to sit for extended periods of time.
4	d.	Ability to see for purposes of reading printed matter.
3	e.	Ability to hear and understand speech at normal levels.
3	f.	Ability to communicate so others will be able to clearly understand a normal

conversation.

__1__ g. Ability to bend and twist.
__2__ h. Ability to lift __50__ lbs.
__2__ I. Ability to carry __50__ lbs.
__4__ j. Ability to operate office equipment, computer or related peripherals.
__4__ k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.