

COMPUTER OPERATOR

DEFINITION

Operates computer, peripheral, and network equipment in the District's central computer operations center.

TYPICAL DUTIES

Operates computer, peripheral, and network equipment controlling computer and network operations.

Assists in monitoring and operating system consoles controlling computer and network operations.

Sets-up jobs according to instructions, oversees their execution, maintains control of tapes and disks, and handles printed output.

Assists in maintaining records of computer and network usage and malfunctions.

Receives on-the-job training in computer and network operations including equipment set up and testing, console operation, monitoring and controlling operation during processing, responding to equipment failure, and processing errors.

May assist in using systems management software to monitor computer and network operations at multiple locations and take appropriate action as directed in case of malfunction.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Computer Operator** operates computer, peripheral, and network equipment used in the District's central computer operations center and receives training and entry-level assignments in computer console operation and network control.

A **Computer Operations Shift Supervisor** is responsible for supervising, monitoring, and participating in the computer and network systems operations of an assigned shift of the District's central computer operations center.

A **Senior Computer Operator** operates and monitors computer system console, peripheral, and network equipment in the District's central computer operations center. Incumbents may also exercise lead responsibilities over assigned operations staff.

SUPERVISION

Immediate supervision is received from a Computer Operations Shift Supervisor or the Assistant Computer and Network Operations Manager. Work direction may be received from a Senior Computer Operator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Capabilities of personal computers and related peripheral equipment
- Basic information technology principles
- Principles of business English, punctuation, spelling, and grammatical usage
- Principles of recordkeeping
- Capabilities of computer systems, software, and hardware common to a centralized computer center

Ability to:

- Operate and monitor assigned computer, peripheral, and network equipment
- Follow complex oral and written instructions
- Work effectively and cooperatively with other staff
- Keep detailed and accurate records
- Learn the characteristics of new computer systems, software, and hardware and update technical skills to adapt to changing technology
- Learn system console operation
- Learn basics of servers and networks operations

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** twelve units of college-level coursework or its equivalent in computer science, computer information technology or a related field.

OR

- B. Graduation from high school or its equivalent **AND** six months of recent, full-time paid experience in computer and/or network operations. Completion of coursework in computer science, information technology, or a related field is desirable.

Physical Requirements:

- Ability to lift and move items weighing up to 50 pounds